



Board of Library Trustees Meeting

Wednesday, April 3, 2024 at 7:00 PM

Meeting Minutes

Documents used and/or referred to during this meeting include the following: Meeting Minutes from March meeting; FY24 Year to Date Budget Report; FY24 Funds and Grants; FY24 Griffin Fund Report; Burke Fund Report; FY24 HATCH Summary; Donations report for Q3; Director's Report; Marshall Home Fund Grant Application Submission; Request for Staff Day Date change; Transfer of Funds request; Trust Fund Use request; Director Evaluation Form.

1. Call to Order 7:01pm
 - a. Virtual meeting via Zoom
 - b. Roll call attendance: Chair Hammonds, Trustee Su, Trustee Kokoros, Trustee Murphy-Holroyd, Trustee Keary, Director Hewitt, Assistant Director Maturevich Trustee Young
2. Secretary's Report
 - a. March 5, 2024, Meeting Minutes
 - i. Motion to approve meeting minutes by Trustee Young, seconded by Trustee Keary. Motion passed unanimously by roll call.
3. Public Forum
 - a. None
4. Financial Report
 - a. FY24 Budget
 - b. Burke Fund Report
 - c. HATCH Financials
 - i. Motion to approve financial report by Trustee Young, seconded by Trustee Murphy-Holroyd. Motion passed unanimously by roll call.
5. Donations
 - a. Acceptance of Donations
 - i. Motion to approve donations by Trustee Kokoros, seconded by Trustee Keary. Motion passed unanimously by roll call.
6. Chair's Report
 - a. Reminder on open law meeting training online.
7. Director's Report
 - a. General updates
 - b. WFPL was selected to receive a grant from WSB customer choice award.
 - c. March was a busy month with a lot of events.
 - d. One staff departing.
 - e. Potential circulation area update with City building department's assistance.
8. Old Business
 - a. Red Leaf Café RFP Update
 - b. Staff Day date change
 - i. Motion to approve date change by Trustee Young, seconded by Trustee Keary. Motion passed unanimously by roll call.

9. New Business
 - a. Transfer Funds from Longevity to Overtime
 - i. Motion to approve transfer of funds by Trustee Keary, seconded by Trustee Kokoros. Motion passed unanimously by roll call.
 - b. Allocation of \$5500 Trust Funds as Bridge Funds
 - i. Motion to approve allocation of Trust Funds as Bridge Funds by Trustee Kokoros, seconded by Trustee Young. Motion passed unanimously by roll call.
 - c. Director evaluation process discussed. Director Hewitt will self-evaluate by first week of May. Trustees to evaluate and submit the enclosed evaluation form by May 17 to Trustee Su.
10. Requests for Information and Responses
 - a. None
11. Date of next meeting
 - a. May 7, 7PM, in person at WFPL
12. Executive Session @ 7:44PM
 - a. Enter into Executive Session Pursuant to G.L. c. 30A, Sec.21(A)(3), To Discuss Strategy with Respect to Collective Bargaining with the Library Union, as an Open Meeting May Have a Detrimental Effect on the City's Bargaining Position. Not to return to open session.
 - i. Trustee Young made the motion to go into Executive Session, seconded by Trustee Keary. Motion approved unanimously by roll call.
 - b. Adjournment of Executive session @ 7:59PM
 - i. Trustee Young motioned to adjourn the meeting, seconded by Trustee Kokoros. Motion passed unanimously by roll call.