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Board of Library Trustees Meeting
Tuesday, June 18, 2024 at 7:00 PM
Lucia Mastrangelo Meeting Room - Watertown Free Public Library
123 Main Street, Watertown, Massachusetts 02472

Meeting Minutes

Documents used and/or referred to during this meeting include the following: Meeting Minutes from April meeting; FY24 Year to Date Budget Report; FY24 Funds and Grants; FY 24 Griffin Fund Report; Burke Fund Report; FY24 HATCH Summary; Request for granting the Treasurer authority to make line item transfers; Director's Report; Request for Director contract amendments; Director Evaluations by Trustees.

1. Call to Order 7:04pm
   A. Roll call: Roll call attendance: Chair Hammonds, Trustee Su, Trustee Kokoros, Trustee Murphy-Holroyd, Trustee Keary, Trustee Young, Director Hewitt, Assistant Director Maturevich

2. Secretary's Report
   A. Minutes of May 7, 2024 Meeting
      a. Motion to approve the 5/7/24 meeting minutes by Trustee Kokoros, seconded by Trustee Young. Motion passed unanimously.

3. Public Forum
   A. Donald Bleech, proprietor of Red Leaf Cafe, spoke about the proposal he submitted in response to the Request for Proposals for the library cafe. Mr. Bleech stated that he submitted the Red Leaf Cafe's proposal prior to the deadline in the exact same manner he had in prior years. However, he was informed that it was not timely received. Mr. Bleach disputed this and asked the trustees to consider his proposal. He expressed that it would be unfair if he was not considered, especially after 16 years of operating the Red Leaf Cafe.

4. Red Leaf Cafe Update
   A. Mr. Bleech briefly updated the trustees about the cafe's operations.

5. Financial Report
   A. FY24 Budget
   B. Burke Fund Report
   C. HATCH Financials
      a. Motion to approve the financial report by Trustee Young, seconded by Trustee Keary. Motion passed unanimously.

D. Consideration and Action on Granting the Treasurer the Authority to Make Transfers Through the End of FY24
    a. Motion to approve the Treasurer the authority to make transfers through the end of FY 24 by Trustee Murphy-Holroyd, seconded by Trustee Young. Motion passed unanimously.

6. Chair's Report

7. Director's Report
    A. General Updates detailed in memo from Director Hewitt
    B. Director Hewitt highlighted several personnel updates, including summer interns and part time staff starting
    C. Director Hewitt is in contact with the city manager and auditor's office about the ARPA funds and is awaiting approval of the change in plan from a built-out room to a modular design.

8. Old Business
    A. Consideration and Action on Evaluation Committee's Cafe RFP Award Recommendation
        a. Brian Wyncoop from the City's procurement office was present.
        b. Director Hewitt stated that two proposals were submitted to the procurement office prior to the RFP deadline and that the current proprietor was not one of them. The RFP evaluation committee conducted a blind review of the two proposals and had a strong preference for one over the other. The committee strongly recommended selecting O'Some Cafe.
        c. Trustee Kokoros asked whether we could possibly consider Mr. Bleech's proposal. Director Hewitt stated that Mr. Bleech's proposal was not submitted to the procurement office as required in the RFP. The other two applications were. While it was an unfortunate error, the rules were clearly stated in the RFP and the rules were there to ensure a fair and transparent process. Director Hewitt informed the trustees that she sent the RFP to Mr. Bleech herself.
        d. Trustee Young asked if the RFP was different this year than in prior years. Ms. Hewitt replied that it was largely the same and that there were no changes on where to submit proposals. The difference this year is that Mr. Bleech was not the only applicant.
        e. In response to a question from Trustee Su, Ms Hewitt stated that the new contract would have a three-year term and that Mr. Bleech would be free to submit a proposal next time.
        f. Chair Hammonds and Director Hewitt clarified that the two options for the Trustees would be to either accept the recommendation of the Evaluation Committee or to reject their recommendation. Director Hewitt advised that there were no grounds to object and that doing so would be unfair to the two applicants who submitted proposals and could potentially open the library and the city to liability. Chair Hammonds recommended that the Board accept the recommendation of the Evaluation Committee. Trustee Keary reminded everyone that the Evaluation Committee conducted a blind review and that the choice was clear.
        g. In response to a question from Chair Hammonds, Director Hewitt informed the trustees that O'some's proposal was attractive because they would be open 7 days per week–7:30-4:30 Monday-Friday, with shorter hours Saturday and Sunday. Menu to include coffee, breakfast items, sandwiches, sweets (including

cupcakes), with vegan and gluten free options. O'some would also like to offer cupcake decorating workshops for kids and teens.

h. Trustee Murphy-Holroyd made a motion to approve the Café RFP award recommended by the Evaluation Committee. Trustee Su seconded. The motion passed unanimously.

9. New Business
   A. Consideration and Action on Director's Contract Amendment
      a. Director Hewitt explained that the amendment to her contract was to update the compensation paragraph to reflect the city's recent changes to the compensation and salary structure.
      b. Trustee Su made a motion to approve the Director's Contract Amendments as written. Trustee Keary seconded. Motion passed unanimously.

   B. Consideration and Action on Library Director's Annual Review
      a. Chair Hammonds referred to the compiled review and the positive comments from trustees. She praised Director Hewitt for her strong performance in her first year as director. Chair Hammonds also thanked Director Hewitt for submitting a thorough and informative self-evaluation.
      b. Trustee Keary thanked Director Hewitt and praised her and Assistant Director Maturevitch for their dedication and teamwork. She expressed her appreciation for the opportunity to reflect on the Director's performance. Trustee Young added that she enjoyed reading all the trustees' comments.
      c. Director Hewitt thanked the trustees and expressed appreciation to library staff, including assistant director Maturevitch and Natasha Ruggieri-Khouret.
      d. Motion to approve the Director's annual review by Trustee Young, seconded by Trustee Kokoros. Motion passed unanimously.

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10. Requests for Information and Responses
    A. None.

11. Date of next meeting:
    A. August 6, 7PM at WFPL. Director Hewitt confirmed that skipping the July meeting would not be a problem. Trustee Murphy-Holroyd asked if the trustees would need to vote before August to approve a contract with O'some Cafe. Mr. Wyncoop assured that the vote taken by the Board earlier would be sufficient and that he would work with O'some and Director Hewitt to finalize a contract.

12. Executive Session@7:54PM
    A. Executive Session Pursuant to G.L. c. 30A, Sec. 21(A)(7), to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements to approve minutes from 3 previous executive sessions:
       a. The original purpose of entering into Executive Session on March 5, 2024 was 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.
       b. The original purpose of entering into Executive Session on April 3, 2024 was 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.

c. The original purpose of entering into Executive Session on June 7, 2024 was Pursuant to G.L. c. 30A, Sec. 21(A)(7), to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements to evaluate proposals received as part of the Cafe RFP process.

B. Motion to enter into executive session @7:54PM
   a. Motion made by Trustee Keary, seconded by Trustee Su. Motion passed unanimously by roll call.
   b. Return to open session @8:20PM–Motion made by Trustee Keary to return to the open session, seconded by Trustee Kokoros. Motion passed unanimously by roll call.

13.. Adjournment @ 8:22PM–Trustee Young made a motion to adjourn the meeting, seconded by Trustee Kokoros. Motion passed unanimously by roll call.