



Board of Library Trustees Meeting
Wednesday, October 2, 2024 at 7:00 PM
Watertown Savings Bank 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 August and September Trustee meetings; FY25 Funds and Grants; FY25 Griffin Fund Report; FY25 Burke Fund Report; FY25 Hatch Summary; Director's Report; Child Safety Policy; FY25 Action Plan.

1. Call to Order @ 7:05PM
 - A. Roll call: Vice Chair Young, Trustee Kokoros, Trustee Keary, Trustee Su, Trustee Murphy-Holroyd, Director Hewitt, and Assistant Director Maturevich. Absent: Chair Hammonds.
2. Secretary's Report
 - A. Minutes of August 8, 2024, Meeting
 - a. Motion to make the approval of the August minutes by Trustee Keary, seconded by Trustee Murphy-Holroyd. Motion approved unanimously.
 - B. Minutes of September 5, 2024, Meeting
 - a. Motion made by Trustee Kokoros, seconded by Trustee Murphy-Holroyd. Motion approved unanimously.
3. Public Forum
 - A. None were present.
4. Financial Report
 - A. FY25 Budget / Griffin Fund Report / Burke Fund Report / HATCH Financials
 - a. Motion to approve the financial report by Trustee Keary, seconded by Trustee Su. Motion approved unanimously.
 - B. Consideration and Action on Acceptance of Donations
 - a. Motion to approve the donations for FY25 Q1 by Trustee Kokoros, seconded by Trustee Murphy Holroyd. Motion approved unanimously.
5. Chair's Report
 - A. Reminder for the October 16, City Council and Planning Board meeting coming up that trustees should attend.
6. Director's Report
 - A. General Updates
 - a. New signage installed
 - b. NELA is coming up – some staff will be presenting at this conference.
 - c. Children's librarian staff rearranged some of the books in the Children's library to be in more logical order.

- d. Teen Freedom is hosting an event to promote civic discussions
- e. Bookmobile was busy this month at schools as well as the Faire on the Square
- f. Artist talk was well attended by patrons.
- g. LGBTQ+ craft night
- h. English for New Bostonians
- i. Hubtech cabling project for two weeks
- j. New keys made for the main entrances
- k. Shade options explored for the window treatments
- l. Phone / meeting room system has been ordered with WB Mason.
- m. Met with Trustee Su regarding the acoustics improvements at the lobby area
- n. New PR videos have been successful

7. Old Business

- A. None

8. New Business

- A. Introduction of New Staff
- B. Consideration and Action on Child Safety Policy
 - a. Motion to accept the edits by Trustee Keary, seconded by Trustee Su. Motion approved unanimously.
- C. Consideration and Action on Heckscher Loan
 - a. Motion to authorize the appraisal and loan of the Hosmer drawings and tools to the Heckscher Museum by Trustee Murphy Holroyd, seconded by Trustee Kokoros. Motion approved unanimously.
- D. Consideration and Action on FY25 Action Plan
 - a. Centralize the audience, create a more comfortable space
 - b. Improve translation tools for staff and patron
 - c. Cross training of different departments to reduce temp. use
 - d. Discussion and focus on future expansion
 - e. Creating a stronger Friends of the Library group
 - f. Improving the staff scheduling system
 - 1. Motion to approve the FY25 action plan by Trustee Kokoros, seconded by Trustee Murphy-Holroyd. Motion approved unanimously.
- E. Budget Priorities for FY26
 - a. The Director's priorities include:
 - 1. Archivist – Full-time

2. Building renovation line items should be included in the capital plan instead of the library budget.
3. Extra hours at Hatch
4. Extra page hours
5. Extra Project Literacy temp hours

b. Trustees' Requests

1. Social work services
2. Additional book mobile librarian

F. Asa Pratt Trust Fund Trustees

- a. Trustees Hammonds, Kokoros, and Murphy-Holroyd have been appointed as Trustees for the Asa Pratt Trust Fund. Motion to approve the appointment of the three Trustees to the Asa Pratt Fund Trust Fund by Trustee Su, seconded by Trustee Keary. Motion approved unanimously.

9. Requests for Information and Responses

- A. No requests were made.

10. Date of next meeting

- A. October 28, 2024, over Zoom at 7PM.

11. Adjournment @ 8:22PM

- A. Motion to adjourn the meeting by Trustee Kokoros, seconded by Trustee Murphy-Holroyd. Motion approved unanimously.