Board of Library Trustees Meeting
Thursday, August 8, 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: FY24 Year to Date Budget Report; FY24 Funds and Grants; FY 24 Griffin Fund Report; Burke Fund Report; FY24 HATCH Summary; Donations Summary; Temporary Licensing Agreement with Arsenal Yards; Code of Conduct Policy Updates

1. Call to Order @7:02 PM
    A. Roll call attendance: Chair Hammonds, Trustee Su, Trustee Kokoros, Trustee Murphy-Holroyd, Trustee Keary, Trustee Young, Director Hewitt, Assistant Director Maturevich

2. Chairs report
    A. Chair Hammond read a statement prepared by Trustee Kokoros on behalf of the Board earlier this summer regarding Raya Stern's passing in June.
    B. Comments by Chair Hammonds remembering Raya Stern

3. Secretary's Report
    A. None.
    B. June meeting minutes pending.

4. Public Forum
    A. No members of public spoke.

5. Red Leaf Café Update
    A. None
    B. New vendor potential move in by October.

6. Financial Report
    A. FY24/FY25 Budget
    B. Burke Fund Report
    C. HATCH Financials
    D. Motion to approve the financial report by Trustee Keary, seconded by Trustee Murphy-Holroyd, passed unanimously.
    E. Acceptance of Donations. Motion to accept the donations by Trustee Kokoros, seconded by Trustee Su, passed unanimously.

7. Director's Report
    A. General Updates
        a. Interns
        b. Building Committee met and collected donations
        c. Next staff day workshop topics
        d. Staff departures
        e. Staff promotions

f. ARPA fund process is pending
g. Trustee Keary praised the new Mamava nursing pod.

8. Old Business
    A. None

9. New Business
    A. Temporary License Agreement with Arsenal Yards
        a. A Temporary License Agreement with Arsenal Yards is needed to install a WFPL book drop near the movie theater.
        b. Motion to approve the Temporary Licensing Agreement with Arsenal Yards by Trustee Young, seconded by Trustee Kokoros, passed unanimously.
    B. Code of Conduct Policy
        a. Director Hewitt proposed an update to the Code of Conduct regarding consumption of food in the library to include a bar on preparing food, as well as consuming it. Director Hewitt also proposed clarifying the code to reflect that outlets on tables in the library should be used for charging personal electronic communication devices and laptops. They are not to be used for small appliances.
        b. Motion to approve the updated Code of Conduct Policy by Trustee Young, seconded by Trustee Su, passed unanimously.
    C. Staff Day Closure Date
        a. Original Staff Day is November 4; Trustee Hammonds expressed concerns about closing the day before Election Day.
        b. Director Hewitt proposed November 7, 2024 Staff Day
        c. Motion to approve the Staff Day closure date change to November 7, 2024, by Trustee Keary, seconded by Trustee Kokoros, passed unanimously.

10. Requests for Information and Responses
    A. Trustee Su asked about the lockers and whether we should explore it again for the future. Director Hewitt said she will explore this feasibility again.
    B. Trustee Murphy-Holroyd asked about PRIDE event feedback. Director Hewitt shared some feedback from the library and the City.

11. Dates of upcoming meetings
    A. Sept 4, 2024, Wednesday
    B. October 2, 2024, Wednesday
    C. November 12, 2024, Tuesday

12. Adjournment @ 8:01PM
    A. Motion to adjourn the meeting by Trustee Young, seconded by Trustee Keary, passed unanimously.