Board of Library Trustees Meeting

Thursday, September 5, 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; Director's Report; Gallery Exhibition Policy updates; Hosmer Lending Contract; O'Some Contract; FY25 Action Plan Self Evaluation

1. Call to Order @ 7:06PM
   A. Roll call attendance: Chair Hammonds, Trustee Su, Trustee Kokoros, Trustee Murphy-Holroyd, Trustee Keary, Trustee Young
   B. Secretary Su missed Director Hewitt and Assistant Director Maturevich on the roll call, but both were present

2. Secretary's Report
   A. Minutes of June 18, 2024 Meeting
      i. Motion to approve the 6/18/2024 meeting minutes by Trustee Keary, seconded by Trustee Young. Motion passed unanimously.
   B. Minutes from August 8, 2024 needs to revised.

3. Public Forum
   A. No member of public spoken

4. Financial Report
   A. FY25 Budget
   B. Burke Fund Report
   C. HATCH Financials
   D. Motion to approve the financial report by Trustee Murphy-Holroyd, seconded by Trustee Keary, motion passed unanimously.

4. Chair's Report
   A. None.

5. Director's Report
   A. General Updates
   B. Staffing departures and new hires
   C. Busy summer with various programs in all departments, especially the teen department
   D. ARIS report and financial report has been prepared by department heads and Admin Team for state submission.
   E. Elevator sensor repairs done.
   F. Strategic Plan Discussion

i. Director Hewitt has started planning future strategic planning framework with new city staff Tyler Cote's help. Preliminary discussions to be included in the strategic plan include:
   a. Informal chats in the children's room with patrons.
   b. Informal chats with some of the Project Literacy class participants
   c. Focus groups with library staff members.
   d. Develop working groups to focus on various action items.
   e. Informal chats with parent groups.
   f. Informal chats with teens.

6. Old business
   A. No old business.

7. New Business
   A. Consideration and Action on Gallery Exhibition Policy Update
      i. Changes to update and clarify some of the existing gallery policy and timeline, including an update to the selection criteria that will ensure that there is diversity and balance in the schedule of exhibits.
      ii. Trustees made some edits to the proposed policy update.
      iii. Motion made to approve the changes by Trustee Young, seconded by Trustee Su. Motion passed unanimously.

   B. Consideration and Action on Hosmer Lending Contract
      i. Detailed discussions about the lending the Harriet Hosmer sculpture tools from the library's collection. Discussions about their values as it relates to insurance and shipping options to the Hecksher Museum of Art for their upcoming exhibition.
      ii. Motion made to approve the lending contract using the professional packing service and exclusive truck delivery option by Trustee Young, seconded by Trustee Su. Motion passed unanimously.

   C. Consideration and Action on O'Some Contract
      i. Contract edited to reflect that O'Some will start move-in in October and the library will start charging rent once O'Some is in operation.
      ii. Motion made to approve the O'Some contract by Trustee Keary, seconded by Trustee Young. Motion passed unanimously.

   D. Strategic Plan
      i. Further discussions on the new model of the strategic plan.
      ii. Discussions on the survey methodology.
      iii. Trustees agree with the director that this method may help us gather a wider range of feedback.

   E. FY24 Action Plan Review
      i. Went over the checklist of FY 24 Action Plan. Most actions have been completed. Only 2 small items that still need further action. Generally excellent accomplishment.

8. Requests for Information and Responses
   A. None.

9. Date of next meeting
   A. October 2nd, Wednesday, 2024

11. Adjournment at 8:42PM.

    A. Motion made to adjourn by Trustee Kokoros, seconded by Trustee Su. Motion passed unanimously.