



Board of Library Trustees Meeting
Tuesday, December 3, 2024 at 7:00 PM
Raya Stern Trustees 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: 10/2/2024 Meeting Minutes; FY24 Year to Date Budget Report; FY24 Funds and Grants; FY 24 Griffin Fund Report; Burke Fund Report; FY24 HATCH Summary; Director's Report; FY26 Budget

Call to Order @ 7:08PM

- A. Roll call: Chair Hammonds, Trustee Kokoros, Trustee Su, Trustee Keary, Trustee Murphy-Holroyd, Director Hewitt, and Assistant Director Maturevich.
 - B. Absent: Trustee Young.
1. Secretary's Report
 - A. Minutes of October 28, 2024 Meeting
 - i. Motion to approve the 10/28/2024 minutes as amended by Trustee Keary, seconded by Trustee Murphy-Holroyd, motion passed unanimously.
 2. Public Forum
 - A. No public were present.
 3. Financial Report
 - A. FY25 Budget, Burke Fund Report, HATCH Financials
 - i. Motion to approve the financial report as presented by Trustee Murphy-Holroyd seconded by Trustee Su, motion approved unanimously.
 4. Chair's Report
 - A. If any Trustees wants to take on a new position, please let Chair Hammonds know.
 5. Director's Report
 - A. General Updates
 - B. Staff day training went well.
 - C. The library produced a Veteran's Day reading list in collaboration with the Veteran's Services Office. 10 year anniversary of Hatch is in January– staff will be planning a celebration event
 - D. Teen room added 2 computers which have been popular
 - E. Met with appraiser for Hosmer tools and portrait
 - F. Reference requested an intern from Simmons College, they will hear back in January.
 - G. Visited Perkins Library, planning to add Braille books and Talking Books in WFPL
 - H. Teen librarian has been planning for an "advancing freedom" installation and event with the high school to share about their trip to the south last year
 - I. Storytime for the Merry Mingle event at Commander's Mansion went well
 - J. Monster Mash dance party was a success
 - K. Disability Voices Panel was positive with great participation from the City
 - L. Bookmobile has been making visits to different locations
 - M. Ghost Stories event by Project Literacy was well attended
 - N. Working with community members and groups in preparation for informational sessions on immigration updates with the upcoming change in the Administration, such as changes in immigration policies, etc.
 - O. Project Literacy pot luck events are planned for December
 - P. Facility updates and improvements:

- i. WB Mason study room was delivered, almost ready for patrons
 - ii. Capital plan submitted prior to the middle school vote (which did pass by the City Councilors), but major renovations will be expected to be much later, closer to FY2030, but HVAC repairs and lobby noise will need to be addressed sooner than that.
- 6. Old Business
 - A. None
- 7. New Business
 - A. New Employee Introduction - Ran Cronin, Supervisor of Access Services
 - B. Consideration and Action on FY26 Budget Submission
 - i. Motion to approve the FY26 Budget Submission by Trustee Keary, seconded by Trustee Kokoros, motion passed unanimously.
 - C. Impact Report Draft Review
- 8. Requests for Information and Responses
 - A. Trustee Keary had questions about expenses, and some proposed usage of the funds for the staff
- 9. Date of next meeting
 - A. Jan. 7, 2025, 7PM at Raya Stern Room
- 10. Adjournment @ 8:44 PM
 - A. Motion to adjourn by Trustee Su, seconded by Trustee Kokoros, motion passed unanimously