



**Board of Library Trustees Meeting
Monday, October 28, 2024 at 7:00 PM
Zoom Meeting ID 814 2827 4821
Revised 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; Capital Improvement Submissions for FY26

1. Call to Order @ 7:00PM
 - A. Roll call: Chair Hammonds, Trustee Young, Trustee Kokoros, Trustee Su, Trustee Keary, Trustee Murphy-Holroyd, Director Hewitt, and Assistant Director Maturevich.
2. Secretary's Report
 - A. Minutes of October 2, 2024 Meeting
 - a. Request of amending the minutes to include "drawing of Harriet" in addition to the tools currently written in the minutes.
 - b. Motion to approve the October 2, 2024 meeting minutes as amended by Trustee Kokoros, seconded by Trustee Keary, approved unanimously by roll call.
2. Public Forum
 - A. No public were present.
4. Financial Report
 - A. FY25 Budget, Burke Fund Report, HATCH Financials
 - a. Motion to approve the financial report as presented by Trustee Young, seconded by Trustee Murphy-Holroyd, motion approved unanimously by roll call.
5. Chair's Report
 - A. Watertown Square Planning meeting continues, recommends Trustees to participate in these meetings.
 - B. City Events Team is interested in having WFPL member included in the Pride 2025 planning committee, either a Trustee or a staff member.
6. Director's Report
 - A. General Updates
 - a. NELA conference well attended by staff, some staff also presented and it was well received.
 - b. Teen event "For Freedom" with the signs was very successful.
 - c. Media literacy skill education via "Mythbusters".
 - d. Book reading at the Mansion Halloween event was well attended.
 - e. Zinefest hit an all-time high on participants.
 - f. Library Insider – this event had great participation
 - g. Voter registration information at the lobby / circulation area was effective
 - h. Project Literacy has a big need for new classes, need more space.
 - i. Building system challenges continues at the library, working with the city departments on these.
 - j. New keys for the library are being made.
7. Old Business
 - A. Consideration and Action on FY26 Budget Capital Submission Memo
 - a. Meeting with the city 10/29/2024

- b. A focus on the capital budget for the HVAC maintenance, or replacement of HVAC units to prevent overheating of the building during the summer.
- c. Motion to approve the authorization for Director Hewitt to submit the HVAC Capital Budget Request by Trustee Keary, seconded by Trustee Young, approved unanimously by roll call.

8. New Business

- A. Language Access Plan (LAP) Presentation
 - a. Presented by: Jamie, Claudia, and Allie of the library
 - b. LAP was part of the FY24 action plan, but not completed until Q1 of FY25.
 - i. Overall LAP summary presented by Jamie. Reviewed the WPS distribution of languages spoken at home, Project Literacy attendees, and census data. This is different from an accessibility plan.
 - ii. Circulation desk perspective provided by Claudia, with various solutions to providing multi-language competency for the staff
 - iii. Reference desk perspective presented by Allie. Identifying vial documents into more languages aside from English. New programs available in languages aside from English, such as Spanish Book Club
 - c. Wayfinding is part of the LAP also, to help patrons find the various spaces within the library.

9. Requests for Information and Responses

- A. None.

10. Date of next meeting

- A. Tuesday, December 3rd, at the WFPL. At 7PM.

11. Adjournment @8:15PM

- A. Motion to adjourn by Trustee Kokoros, seconded by Trustee Young. Motion passed unanimously by roll call.