



Board of Library Trustees Meeting
Tuesday, January 7, 2025 at 7:00 PM
Raya Stern Trustees Room - Watertown Free Public Library
123 Main Street, Watertown, Massachusetts 02472

Minutes

Documents used and/or referred to during this meeting include the following: 12/3/2024 Meeting Minutes; FY24 Year to Date Budget Report; FY24 Funds and Grants; FY 24 Griffin Fund Report; Burke Fund Report; FY24 HATCH Summary; Donations; Director's Report; Impact Report

1. Call to Order @ 7:06 PM
 - A. Roll call: Chair Hammonds, Trustee Young, Trustee Kokoros, Trustee Su, Trustee Keary, Trustee Murphy-Holroyd, Director Hewitt, and Assistant Direct Maturevich.
2. Election of Officers
 - A. Chair – Leanne Hammonds
 - B. Vice Chair – Maja Young
 - C. Treasurer – Teddy Kokoros
 - D. Secretary – Rose Mary Su
 - E. Motion to approve Trustee Hammonds as Chair, Trustee Young as Vice Chair, Trustee Kokoros as Treasurer, and Trustee Su as Secretary made by Trustee Murphy Holroyd, seconded by Trustee Keary, motion passed unanimously.
3. Secretary's Report
 - A. Minutes of December 3, 2024, Meeting
 - i. Amendments by Trustee Kokoros, Chair Hammonds, and Director Hewitt.
 - ii. Motion to approve the amended December 3, 2024 minutes by Trustee Murphy-Holroyd, seconded by Kokoros, motion passed unanimously.
4. Public Forum
 - A. None are present.
5. Financial Report
 - A. FY25 Budget
 - B. Burke Fund Report
 - C. HATCH Financials
 - i. Motion to approve the financial report as presented by Trustee Murphy-Holroyd, seconded by Trustee Young, motion passed unanimously.
 - D. Consideration and Action on Acceptance of Donations
 - i. Motion to accept the donations by Trustee Keary, seconded by Trustee Kokoros, motion passed unanimously.
6. Chair's Report
 - A. Update on Hecksher Contract
 - B. Appraisal of Harriet Hosmer items was completed, appraised at \$25,000 for the painting, \$7,500 for the tools. Based on this appraisal, the insurance value for the contract will be \$40,000.

- C. Proposed changing dates for September and November meetings from first Tuesday to first Thursday.

7. Director's Report

- A. General Updates
- B. Strategic Plan Survey started
 - i. The Survey is available in many languages online and some in print in addition to English.
- C. Great attendance before and after the recent holidays, which included Thanksgiving, Christmas, New Year.
- D. Impact report updated
- E. Hatch 10-year celebration this month
 - i. Bob Cassels, a big Hatch volunteer, passed away unexpectedly. In his obituary, Bob's family asked that donations be sent to Hatch in lieu of flowers, we thank them for this meaningful honor.
- F. Library staff active in many working and planning groups, as well as informational meetings, including:
 - i. Minuteman (MLN) Standards planning group
 - ii. Watertown's Pride Event planning meeting
 - iii. City staff Tyler Cote on strategic planning
 - iv. Community Fridge group
 - v. Watertown Boys & Girls Club
 - vi. Cambridge Librarian learning about Zines
 - vii. Portsmouth Librarian learning about Bookmobile
 - viii. Watertown Family Center for diaper drive
- G. Program updates
 - i. The Teen Room and High School collaborated on a program called "Advancing Freedom," which is an exhibition in the Teen Room.
 - ii. One book – One Watertown launched this month.
 - iii. MIRA hosted a "Know Your Rights" workshop, co-sponsored by Project Literacy.
 - iv. There were several well attended programs at the Children's Room. The Children's Room is planning for some more passive programming around themes.
- H. Project Literacy
 - i. Updates on Project Literacy programs and collaborations with Cambridge School of Weston, volunteers that specialize in different topics, and Harvard Law School.
- I. Facility updates
 - i. Network re-mapping and clean up
 - ii. Window films added in some areas
 - iii. PA systems had some issues evaluated
 - iv. Furniture arrived for the study room area
- J. Staffing
 - i. Elle Harms, the Archivist, is departing for a full-time position at Goodnow Library.
- K. Café updates
 - i. No update on starting date yet for the café
- L. Community Fridge updates
 - i. Discussed potentially having the fridge outside of the library

8. Old Business
 - A. None
9. New Business
 - A. 2024 Impact Report
 - B. A copy sent to the city for approval
10. Requests for Information and Responses
 - A. None
11. Date of next meeting
 - A. February 4th, 2025, 7PM, at Raya Stern Room
12. Adjournment @ 7:51PM
 - A. Motion to adjourn the meeting by Trustee Young, seconded by Trustee Kokoros, motion passed unanimously.