



Board of Library Trustees Meeting
Tuesday, February 4, 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: 1/7/2025 Meeting Minutes; FY25 Year to Date Budget Report; FY25 2nd Quarter YTD Budget Breakdown; FY25 Funds and Grants; Griffin Fund Report; Burke Fund Report; FY25 HATCH Summary; Donations; Director's Report; McCall and MacDonald Fund Use Request; Study Rooms Policy; Staff Day Request Memo

1. Call to Order at 7:04 PM

Roll call: Chair Hammonds, Trustee Young, Trustee Kokoros, Trustee Keary, Trustee Murphy-Holroyd, Director Hewitt, and Assistant Direct Maturevich (Trustee Keary filled in as Secretary for Trustee Su)

2. Secretary's Report

A. Minutes of January 7, 2025 Meeting

To be reviewed during March meeting

3. Public Forum

No public comment

4. Financial Report

A. FY25 Budget

B. Burke Fund Report

C. HATCH Financials

Motion to accept the budget report made by Trustee Young, seconded by Trustee Murphy-Holroyd, motion passed unanimously

D. Consideration and Action on Acceptance of Donations

Motion to accept donation made by Trustee Murphy-Holroyd, seconded by Trustee Kokoros, motion passed unanimously

5. Chair's Report

A. Conflict of Interest Training reminders

B. Director Hewitt's 2-year contract ends in June 2025; renewal process to begin in March

6. Director's Report

A. General Updates

Correction under Strategic Plan Update: Instead of "Although we had Portuguese, Spanish, and English are available online, only 30 people took advantage of Spanish and Portuguese" the line should read: "Although we had Portuguese, Spanish, and English available online, only 3 people took advantage of Spanish and Portuguese"

7. Old Business

A. Budget Update

B. O'Some Update

C. Strategic Plan Update

8. New Business

A. Consideration and Action on McCall and McDonald Fund Use Request

Motion to approve the use of \$7,000 from the McCall fund for the purchase of 1,000 Books Before Kindergarten program made by Trustee Young, seconded by Trustee Murphy-Holroyd, motion passed unanimously

Motion to approve the use of the \$300 from the MacDonald fund for the purchase of grief books for the Coping Section in the Children's Room made by Trustee Kokoros, seconded by Trustee Young, motion passed unanimously

B. Consideration and Action on New Study Room Policy

Motion to approve Study Rooms Policy revisions as written made by Trustee Keary, seconded by Trustee Murphy-Holroyd, motion passed unanimously

C. Consideration and Action on Staff Day date

Motion to approve Staff Training Day for May 9, 2025 made by Trustee Murphy-Holroyd, seconded by Trustee Young, motion passed unanimously

9. Requests for Information and Responses

None

10. Date of next meeting

Tuesday, March 4, 2025 at 7 PM, Raya Stern Room

11. Adjournment at 7:58 PM

Motion to adjourn made by Trustee Kokors, seconded by Trustee Murphy-Holroyd, motion passed unanimously