



**Board of Library Trustees Meeting
Tuesday, March 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: January 7, 2025 and February 4, 2025 Meeting Minutes; FY25 Year to Date Budget Report; FY25 Funds and Grants; FY 25 Griffin Fund Report; Burke Fund Report; FY25 HATCH Summary; Memo From Director Long dated February 28, 2025 re: Donations; Director's Report; DRAFT of Strategic Plan pages 1-4; DRAFT revision to Programming Development Policy; DRAFT of proposed Promotion, Postings and Display Case policy; DRAFT revision to Meeting Room Policy; Memo from Director Long dated March 2025 re: Potential Display of LaSalle photograph.

1. Call to Order @ 7:05 PM
 - a. Roll call: Chair Hammonds, Trustee Young, Trustee Kokoros, Trustee Su, Trustee Keary, Trustee Murphy-Holroyd, Director Long, and Assistant Direct Maturevich.
2. Secretary's Report
 - a. January 7, 2025, Meeting Minutes
 - i. Motion to approve the meeting minutes by Trustee Keary, seconded by Trustee Young. Motion passed unanimously.
 - b. February 4, 2025, Meeting Minutes
 - i. Motion to approve meeting minutes, as amended, by Trustee Kokoros, seconded by Trustee Su. Motion passed unanimously.
3. Public Forum
 - a. No members of the public present.
4. Financial Report
 - a. Trustee Kokoros briefly summarized the financial report, noting expended, encumbered and available funds and stated that things are right on track for this point in the fiscal year.
 - i. Motion to approve the financial report by Trustee Young, seconded by Trustee Murphy-Holroyd. Motion passed unanimously.
 - b. Acceptance of the donations listed in the February 28th memo from Director Long
 - i. Motion to accept the donations by Trustee Murphy-Holroyd, seconded by Trustee Keary. Motion passed unanimously.
5. Chair's Report
 - a. Chair Hammonds encouraged trustees to attend an Open meeting law training for Library Trustees next Tuesday at 11:30. Offered by the MBLC over Zoom.
6. Director's Report
 - a. General Updates: Director Long shared highlights from her Director's Report, including the following:
 - i. Director Long met with the architect and Public Buildings project manager Christopher Nixon to discuss possibilities for lobby renovation. Trustee Hammonds asked how the meeting went and Director Long stated that Architect quoted that it would cost around \$20,000 to study the space and come up with options for a new circulation desk and open holds shelf as well as adding some seating space on the first level. Director Long will follow up for and report back with any updates.

- ii. The book drop room was wet-sealed and repainted. A partition will be added to make a Wellness room for staff who are pumping or to use as a private space for staff, as needed.
- iii. O'Some Café- O'Some started making renovations to cafe space. Director Long continues to search for a vending machine vendor. Ongoing discussions with one prospective vendor.

7. Old Business

a. Strategic plan update

- i. Survey closed with 998 survey responses, plus 500 Flash Vote survey responses. Survey results were provided to trustees.
- ii. Discussion of the community snapshot section. The draft is still open to suggestions for the final version. Trustees should send any suggestions or questions re: specific language to Director Long.
- iii. Summary of the results of the survey—Director Long gave an overview of demographics of survey respondents, highlights of what respondents report we are doing well (friendly, knowledgeable, helpful staff, extensive collections), areas for improvement (parking was mentioned many times—need short term parking spaces, concern about keeping the surface lot when Watertown Square Plan is developed, noise complaints, lighting issues). With respect to noise mitigation, Director Long wants to look into putting a door and/or glass partition at the entrance to the quiet reading room.
- iv. There were lots of comments asking for more programming options on the weekend, particularly opening on Sunday mornings. Short discussion of the possibility of changing our Sunday hours in future. This would involve a much larger discussion and union approval, etc.
- v. Next Steps—Department Heads are reviewing the survey results, focus groups, community chat sessions to pinpoint goals, objectives for the Strategic Plan.

8. New Business

a. Consideration and action on program development policy

- i. Director Long summarized proposed changes to the Program Development Policy. The proposed change to the Presenters category—add a statement that the library strives to be non-partisan in its offerings, but that will not prevent the library from planning content that may be controversial. In the Open Access section, a statement added that the library will not act as a censor for any age level or subject matter. Sentence also added referring to newly proposed publicity policy. Statement supporting the Library Bill of Rights added. New language proposed with respect to requests for program reconsideration.
- ii. Motion to approve the amended program development policy by Trustee Su, seconded by Trustee Keary. Motion passed unanimously.

b. Consideration and action of promotion, posting, and display case draft

- i. Director Long summarized the proposed Program Promotion, Posting and Display Cases policy. Promotion section defines library-sponsored programs vs City of Watertown programs and other community programs and how the library promotes each of these categories of programs. Postings section sets forth rules for the (i) community events bulletin board, (ii) community resources bulletin board (library curated) and (iii) cafe bulletin board overseen by cafe vendor. New policy also sets forth rules for postings anywhere else in the library (such postings are at discretion of the library director). The Lobby Display cabinet section notes that the display cases in the lobby are curated by library staff only. There will also be a section on tabling at the library—any tabling by community will be at the discretion of the library director.
- ii. Trustee Su suggested adding a sentence explaining that the art gallery display is governed by the separate art gallery policy.

- iii. Motion to approve the amended policy for promotion, posting, and display by Trustee Murphy Holroyd as amended, seconded by Trustee Kokoros. Motion passed unanimously.
 - c. Meeting room policy amendments
 - i. Director Long summarized proposed changes to Meeting Room Policy. Disclaimer added stating that library's grant of a meeting room reservation is not an endorsement of the group or person who are using the room. Statement added to reflect that all meetings or events must be free of charge and open to the public. Access section edits--no access outside of normal library hours. Meetings must be non-profit- space cannot be used to sell or solicit. Room reservations are accepted in order received. In response to a question from Chair Hammonds, there was a short discussion of policy regarding limit on room reservations (six within six-month period). Director Long explained that the limit is necessary due to the high demand for study and meeting spaces throughout the day.
 - ii. Motion to approve the meeting room policy amendments by Trustee Young, seconded by Trustee Su. Motion passed unanimously.
 - d. LaSalle Photographs on loan
 - i. Director Long described the loan offer of a 9'x4' framed set of three photographs from local artist Archie LaSalle for a period of 3-5 years. A copy of the photograph set can be found in the Memo from Director Long dated March 2025. The photographs are from a series on farmworkers that has been previously displayed at several museums. The City would require an appraisal and insurance policy before we could accept the loan and install the piece. The cost of an appraisal, transport and installation is projected at around \$2,000 which would come from State Aid. If we accept the loan we would install the photograph in the stairway, if it fits and if the wall can bear the weight. Public Buildings and the Fire Inspector would need to approve.
 - ii. The trustees agreed that we should go forward with pursuing this loan from Mr. LaSalle. No motion needed.
- 9. Requests for Information and Responses
 - a. None
- 10. Date of next meeting
 - a. April 1, 7PM at Raya Stern Room
- 11. Adjournment @8:38PM
 - a. Motion to adjourn by Trustee Kokoros, Seconded by Trustee Young. Motion passed unanimously.