



Board of Library Trustees Meeting
Tuesday, June 3, 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: May 2025 Meeting Minutes; FY25 Year to Date Budget Report; FY25 Funds and Grants; FY25 Griffin Fund Report; Burke Fund Report; FY25 HATCH Summary; Donations; Director's Report; 2026-2030 Strategic Framework; Pratt Fund Request

1. Call to Order @7:08PM by roll call:
 - a. Present: Chair Hammonds, Trustee Kokoros, Trustee Su, Trustee Keary, Trustee Murphy-Holroyd, Director Long, Assistant Director Maturevich.
 - b. Not present: Trustee Young
2. Secretary's Report
 - a. Minutes of May 13, 2025, Meeting
 - i. Motion to approve the minutes by Trustee Murphy Holroyd, seconded by Trustee Kokoros, motion passed unanimously.
3. Public Forum
 - a. No members of the public spoke.
4. Financial Report
 - a. FY25 Budget, FY25 Burke Fund, and FY25 Hatch Financials: Trustee Kokoros briefly summarized the financial report, the Burke Fund and Hatch Financials, 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 as read by Trustee Keary, seconded by Trustee Su, motion passed unanimously.
 - b. Consideration and Action on Acceptance of Donations
 - i. The Marshall Home Fund has awarded Project Literacy \$4700.
 - ii. Motion to approve acceptance of \$4700 donation by Marshall Home Fund for Project Literacy by Trustee Murphy Holroyd, seconded by Trustee Kokoros, motion passed unanimously.
 - c. Consideration and Action on Granting the Treasurer the Authority to Make Transfers Through the End of FY25
 - i. Director Long noted that some line-item transfers of funds are needed for various categories of the library budget through July 15, 2025.
 - ii. Motion to approve granting the Treasurer the authority approve in-line transfer through the end of FY 25 by Trustee Keary, seconded by Trustee Murphy-Holroyd, motion passed unanimously.
5. Chair's Report
 - a. Director review will be postponed to September. Trustees should finish the review forms by August to the Secretary.
 - b. Discussed having a break for the month of July and returning to Trustee Meeting in August.
6. Director's Report

- a. Director Long shared general updates of the library including the following highlights:
 - i. O'Some is missing one permit from the City and is closed until this permit is approved. All are eager for O'Some to open to the patrons.
 - ii. Updates on the updated new layouts for the Children's Room, which included repositioning of picture books, the addition of Juneteenth as a category in the holidays, fiction expanded. More than 23,000 items were moved on May 15 where the Children's Room was closed to the public from 9-6. It was a huge effort.
 - iii. A Hygiene Supplies Station has been set up, located on the second floor behind the elevator. So far patrons have received this new offer well.
 - iv. As part of the boiler failure that affected the Access Services area, there are significant cleanup and reorganization. This included breaking down workstations, moving them to temporary locations, and then reserving the work.
 - v. Two full time staff openings had many applicants. There were 90 applicants for the Hatch Coordinator position and 108 applicants for the Access Services position. There were also temps interviewed for the Teen and Reference departments as well.
 - vi. Allie Fry, Programming Librarian, will now report directly to Director Long rather than fall under the Reference department.
 - vii. It was a busy month of Community Meetings, which included Director Long attending the library budget hearing.

7. Old Business

- a. Consideration and Action on 2026-2030 Strategic Framework
 - i. Final edits are presented and discussed for the 2026-2030 Strategic Framework, which focuses on having the library be a more welcoming, inclusive, and safe environment for all. Additionally, amendments are suggested by Trustees to include inclusivity when publicizing job openings to reach a broader section of our community.
 - ii. Motion to approve the 2026-2030 Strategic Framework by Trustee Su with the amendments suggested, seconded by Trustee Murphy-Holroyd, motion passed unanimously.

8. New Business

- a. Consideration and Action on Pratt Fund Request
 - i. Director Long requested the use of \$9933.15 from the Pratt Fund to provide periodicals services through Rivistas this year.
 - ii. Motion to approve the use of \$9933.15 from the Pratt Fund for the periodical services through Rivistas by Trustee Murphy-Holroyd, seconded by Trustee Keary, motion passed unanimously.

9. Requests for Information and Responses

- a. No requests.

10. Date of next meeting

- a. August 5th, 2025, at 7PM.

11. Executive Session

- a. Enter into Executive Session Pursuant to G.L. c. 30A, sec. 21(A)(2), To Conduct Strategy Sessions in Preparation for Negotiations with Nonunion Personnel or to Conduct Collective Bargaining Sessions or Contract Negotiations with Nonunion Personnel - Library Director. Not to return to open session.
 - i. Motion to enter into executive session by Trustee Kokoros, seconded Trustee Keary, motion passed by roll call.

12. Adjournment @ 7:53PM

- a. Motion to adjourn by Trustee Keary, seconded by Trustee Kokoros, motion passed by roll call.