



# Board of Library Trustees Meeting

Tuesday, May 13, 2025 at 7:00 PM  
Lower Hearing Room - Watertown City Hall  
149 Main Street, Watertown, Massachusetts 02472

## Agenda

Documents used and/or referred to during this meeting include the following: March 4, 2025, Watertown Library Board of Trustees meeting minutes; April 1, 2025, Watertown Library Board of Trustees 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; Collections and Development Policy Amendment; 2025 Community Engagement Grant, and Burke Fund Transfer Use Request.

1. Call to Order: 7:11pm
  - a. Roll Call: Chair Hammonds, Trustee Young, Trustee Kokoros, Trustee Keary, Trustee Murphy-Holroyd, Director Long, and Assistant Direct Maturevich. Trustee Rose Mary Su was not in attendance.
2. Secretary's Report
  - A. Minutes of March 4, 2025 Meeting
    - A couple of edits are needed that reference Director Hewitt instead of Director Long
    - Trustee Young made a motion to approve minutes as amended and seconded by Trustee Keary. The motion passed unanimously.
  - B. Minutes of April 1, 2025 Meeting
    - Trustee Murphy-Holroyd made a motion to approve the April minutes and seconded by Trustee young. The motion passed unanimously.
2. Public Forum
  - a. No members of the public spoke
4. Financial Report
  - A. FY25 Budget: 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.
    - Trustee Keary made a motion to accept the financial report as read and seconded by Trustee Murphy-Holroyd. The motion passed unanimously.
  - B. Burke Fund Report: Trustee Kokoros shared the available Burke funds for FY25
  - C. HATCH Financials Trustee Kokoros shared the available Hatch funds for FY25
  - D. Consideration and Action on Acceptance of Donations
    - Trustee Young made a motion to accept the \$1500 from Watertown Savings Bank Customer Choice Awards and was seconded by Trustee Keary. The motion passed unanimously.
  - E. Consideration and Action on Personnel Budget Line Transfer
    - A motion was by Trustee Murphy-Holroyd and seconded by Trustee Young to approval the budget transfer of \$10,000 from the Part-Time Salaries Line to the Overtime Line. The motion passed unanimously.

F. Consideration and Action on Burke Fund Allocations: Trustee Murphy-Holroyd to approve the allocation of \$31,830.48 Burke funds as outlined in Director Long's May 2025 memo.

5. Chair's Report:

- Chair Hammonds reminded trustees to reply to Patrick George regarding attending The Memorial Day Parade.
- Chair Hammonds said we should get our individual Trustee director reviews in before our Watertown Library Trustees June meeting.

6. Director's Report

A. General Updates: Director Long shared the following highlights from her Director's Report including:

- Amelia Young has resigned from her position as Hatch Coordinator. Her last day was April 18. The Hatch Coordinator position was posted and closed on May 9. There are already a lot of really promising applicants.
- Teen and Children's temp Sam Westall will have their last shift on July 27 and Teen Page Houria Awan has just had her last shift.
- Kirsten will be on parental leave starting sometime in July and they are coordinating to figure out who will do her work related to the bookmobile and home delivery during her absence.
- Watertown Library's Simmons College intern Aurora Daniel finished her internship. This was a big success; we hope to have more Simmons Archives interns in the future and they also hope to have interns from Perkins School from The Blind and Simmons College in the future and the library is figuring out the logistics of that.
- Sophia Perez recently gave her notice and is moving back to a teaching position.
- A resident ran over the Bookmobile lift at an event at the Middle School and damaged part of the hydraulic system. Kim was able to meet Kirsten and Police at the Middle School and manually crank the lift back into the van. The Watertown Library are working through the process to get this fixed. Kirsten scheduled a MobilityWorks appointment on May 8 in Norwood and Insurance should cover most of the cost of repairs. The Bookmobile will still be making stops in May but they will have to bring less materials and if Bookmobile cannot make certain scheduled events The Watertown Library still plans to have a presence.
- Restoration work on the Access Services office began on May 1. Vendors are replacing carpet, replacing sections of wall, and building a wall between the back-office area and the public desk area. The wall had electrical installed and inspected, the framing was inspected, and then the drywall was added. The work has been quick, efficient, and we are looking forward to putting everything back in there on May 14 if all goes well.
- Watertown's overall budget is in uncertain times given macro factors as recently discussed by The City Manager George Proakis which lessen the likelihood of new library personnel being approved for the personnel being added for foreseeable future

7. Old Business

A. Strategic Plan Preview: Director Long shared highlights from the 2026-2030 Strategic Framework. They tried to focus on strategic goals for the next 5 years under 4 broad categories of “Welcome, Engage, Represent, and Empower” with more specific subgoals underneath those goals.

- Chair Hammonds asked for clarification on the subgoal of “centering patron experiences” and Director Long shared that they will use that as a lens to look at all aspects of the library and focus on how patrons experience all aspects of the library.
- Director Long and Assistant Director Maturevich said they were still wordsmithing when it came to the goals and that Trustees could reach out to Director Long with wordsmithing ideas or to share ideas for things that are missing before Director Long shares a revised version of the Strategic Framework next month. Director Long also shared she will look at other libraries action words in their strategic plan for potential wordsmithing ideas and Chair Hammonds mentioned that we can look at The Watertown Library mission statement for inspiration in how we word things in the Strategic Plan.
- Director Long asked the Trustees to share any feedback with her by May 23<sup>rd</sup> so she can incorporate it before next months meeting.

B. O'Some Cafe Update: O'Some had a soft launch this past Saturday and they are planning to open at the end of May and they have passed all their inspections. The soft opening went well.

C. LaSalle Photograph Update: The photograph will be installed on May 21 and there is a lending agreement that the City Manger's office will sign.

D. FY26 Budget Update: The City Council meeting on the library budget will before the City Council on June 3. City Manager George Proakis is not planning to approve any new positions but he is planning to recommend upgrading two library positions from part time to full time to The City Council.

#### 8. New Business

A. Teen Advisory Board Presentation: Carey Conkey-Finn (Watertown Free Public Library Teen Services Supervisor) and the three members of the Watertown Free Public Library Teen Advisory Board—Zoe, a high school junior; Sam, a high school junior; and Alex, a high school sophomore—shared their memories and experiences using the Watertown Library and why they joined the Teen Advisory Board. They also shared highlights from a survey of their peers at Watertown High School, including that a range of interests brings teens to the library. There was interest from teens in practical skills workshops, such as learning resume building, and there was also a lot of interest in being part of the Watertown Public Library's garden. Alex shared that he will be doing a program for middle schoolers in the summer, helping them learn computer programming. Zoe shared that they are working on creating mentor programs where older high schoolers can mentor high school freshmen or middle school students.

#### B. Consideration and Action on Collection Development Policy Amendment:

The Collection Development Policy Amendment would allow the Watertown Library to purchase additional high demand materials to support Watertown community groups.

Trustee Murphy-Holroyd made a motion to approve the amendment of the Collection Development Policy set forth in the memo from Director Long dated May 2025 and it was seconded by Trustee Young. The motion passed unanimously.

C. Consideration and Action on Watertown Community Foundation Grant:

The application seeks to establish a Project Literacy Parent class, offering a nine-week summer course tailored for Watertown parents of school-aged children. This course will integrate our ongoing adult ESOL instruction with content uniquely focused on Watertown parents

Trustee Young made a motion to support the application for the Watertown Community Foundation Grant as listed in the memo from Director Long May 2025 in the amount for \$2610.75 and the motion was seconded by Trustee Keary. The motion passed unanimously

9. Requests for Information and Responses

10. Date of next meeting: TBD

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.

- Trustee Keary made a motion to go into executive section and Trustee Young seconded the motion. The motion passed unanimously by rollcall vote.

12. Adjournment

Trustee Murphy Holroyd made a motion to adjourn the meeting seconded by Trustee Young. The motion passed unanimously with a roll call vote.