



Board of Library Trustees Meeting
Wednesday, October 8, 2025 at 7:00 PM
Raya Stern Trustees Room - Watertown Free Public
Library
123 Main Street, Watertown, Massachusetts 02472

Meeting Minutes

Documents used and/or referred to during this meeting include the following: June 2025 Meeting Minutes; FY26 Year to Date Budget Report; FY26 Griffin Fund Report; Burke Fund Report; FY26 HATCH Summary; Donations; Director's Report; Hours Adjustment Request for Yo-Yo Ma Concert; Watertown Cultural Grant Application; Request of Support for the Library as a Polling Place; Request for Authority to Close the Library for HVAC Replacement

1. Call to Order @7:00PM
 - A. Present by roll call: Director Long, Assistant Director Maturevich, Chair Hammonds, Trustee Kokoros, Trustee Su, Trustee Keary, Trustee Murphy-Holroyd
 - B. Not present: Trustee Young
2. Secretary's Report
 - A. Minutes of September 4, 2025, Meeting
 - B. Motion to approve the minutes as written by Trustee Keary, seconded by Trustee Kokoros; motion passed unanimously.
3. Public Forum
 - A. There are no members present for the public forum.
4. Financial Report
 - A. FY26 Budget
 - B. Burke Fund Report
 - C. HATCH Financials
 - i. Motion to approve the financial report by Trustee Keary, seconded by Trustee Murphy-Holroyd; motion passed unanimously.
 - D. Donations were made to the WFPL by Evan Kantrowitz for Hatch, Fenway Health for Pride, Watertown City Events Department transfer for Pride, and Watertown-El Salvador Sister City Project Collection by Suzanne Giroux, Alex Liazos, and John Portz.
 - i. Motion to accept the donation of \$1,000 by Evan Kantrowitz for Hatch, donation of \$1375 from Fenway Health to Pride, transfer of \$1787.09 from City Events Department to Pride, and donation of the Watertown-El Salvador Sister City Project Collection by Suzanne Giroux, Alex Liazos, and John Portz by Trustee Murphy-Holroyd, seconded by Trustee Kokoros; motion passed unanimously.
5. Chair's Report
 - A. Chair Hammonds recommend Trustees to attend the October 14, 2025, City Council meeting on the preliminary budget overview for FY27.
6. Director's Report
 - A. General updates are prepared by Director Long and summarized during the meeting.

7. Old Business

A. Consideration and Action on Hours Adjustment for Yo-Yo Ma.

- i. Director Long requested that the library close early at 6:00pm (instead of 7:00pm) on the 21st to set up for the Yo-Yo Ma event and then open at 7:00 exclusively for the event. She suggested authorizing staying open until 11:30pm since the event ends at 11:00pm, allowing time for guests to exit and the room to be cleaned up. Trustee Su asked if 11:30 would be late enough, when taking into consideration encores. After some discussion, it was decided that the trustees authorize staying open until midnight.
- ii. Motion to adjust the library hours on November 21st to stay open from 9:00am to 6:00pm, close from 6-7:00, and then reopen at 7:00 and stay open until midnight for the Yo-Yo Ma event by Trustee Keary, seconded by Trustee Murphy-Holroyd; motion passed unanimously.

B. Watertown Cultural Council Grant

- i. Director Long shared the application grant submitted to the Watertown Cultural Council for the next Pride event.

8. New Business

A. Consideration and Action on Library as Polling Place

- i. The City Clerk, Noelle Gilligan, came to the meeting and requested the trustees approve the use of the Watertown Savings Bank Room as a polling place on election day, November 4th. The Clerk explained that poll workers and custodians will need to access the room by 6:00am and would likely be finished with their work by 10:00pm.
- ii. Navigation signs will be provided to direct the polling location within the library. A police officer will be present inside the library and a unit will circle the parking lot throughout the day. There will be 8-10 parking spaces reserved for use by voters and parking fees will be waived for those spaces.
- iii. The Clerk asked if the trustees and library director would be open to school PTOs hosting a bake sale in the library outside the polling area. The trustees and library director were both agreeable to a PTO bake sale.
 1. Motion to approve using the library as a polling place on November 4th, opening at 6:00 and remaining open until 10:00pm (or until the poll workers are done) by Trustee Murphy-Holroyd, seconded by Trustee Kokoros; motion passed unanimously.

B. Consideration and Action on Closure for HVAC Replacement

- i. Director Long informed the trustees that several HVAC units would be replaced in late October, exact date to be determined by the Public Buildings Department. She asked for authorization to close the library for up to three days, as needed, for replacement of the units. Director Long explained that the work would likely take just one day, but she wants the trustees to authorize two extra days just in case they are needed. If the work takes longer than three days, Director Long will consult with Chair Hammonds. Right now, the tentative date for the project is 10/23. Chair Hammonds asked if there are any events scheduled that day. Director Long replied that there are some community meetings that day. She gave the Public Buildings Department blackout dates for major events like ZineFest. Director Long prefers the 23rd because it causes the least disruption to scheduled events.
 1. Motion to grant authority to Director Long to close the library on the dates required by the Department of Public Buildings to run the HVAC unit replacement project by Trustee Kokoros, seconded by Trustee Keary; motion passed unanimously.

9. Requests for Information and Responses
 - A. No requests for information were made.
10. Date of next meeting
 - A. November 6th, Thursday.
11. Executive Session @7:45PM
 - A. Motion to enter into executive session by Trustee Su, seconded by Trustee Keary, motion passed by roll call.
 - B. Enter into Executive Session Pursuant to G.L. c. 30A, Sec.21(A)(3), To Discuss Strategy with Respect to Collective Bargaining with the Library Union, as an Open Meeting May Have a Detrimental Effect on the City's Bargaining Position. Not to return to open session.