



Board of Library Trustees Meeting
Thursday, November 6, 2025, at 7:00 PM
Lucia Mastrangelo Meeting 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: O'Some Cafe Menu and Financial Report; September 2025 Meeting Minutes; FY26 Year to Date Budget Report; FY26 Griffin Fund Report; Burke Fund Report; FY26 HATCH Summary; Donations; Director's Report; New Staff Resumes; Collections Development Policy Updates; Meeting Room Policy Draft Updates; Borrowing and Returning Policy Draft Updates; Lending to Decertified Library Policy Draft; Community Fridge Placement and Authorization for Licensing Request; FY27 Capital Request Forms

1. Call to Order @7:02PM
 - A. Present by roll call: Director Long, Assistant Director Maturevich, Chair Hammonds, Trustee Kokoros, Trustee Su, Trustee Keary, Trustee Murphy-Holroyd, Trustee Young
2. Secretary's Report
 - A. Minutes of October 8, 2025, Meeting
 - i. Motion to approve the October 8, 2025, meeting minutes as amended by Trustee Keary, seconded by Trustee Young; motion passed unanimously.
3. Public Forum
 - A. There are no members present for the public forum.
4. O'Some Cafe Update
 - A. Update and Financial Report
 - i. Owner of O'Some Cafe Ricci provided detailed updates on the operation of the O'Some Cafe at the library, along with financial report for the last four months since the cafe opened. The first two months of operation was not profitable, but the last two months have had positive balances, and she hopes this trend continues to increase in the future. She discussed some updates with the menu to better suit the patrons of the library. She may plan some gluten-free options, but this is not available yet. There were also some challenges with the vending machine that is located in the cafe and operated by others. She proposed potential collaboration with the library on joint programs, such as learning how to bake with children or adults.
 - B. Consideration and Action on Continuation of O'Some Contract
 - i. Motion to approve the renewal of O'Some's contract to maintain the café until September 2027 pursuant to the terms of our contract by Trustee Kokoros, seconded by Trustee Young; motion passed unanimously.

5. Financial Report
 - A. FY26 Budget
 - B. Burke Fund Report
 - C. HATCH Financials
 - i. Motion to approve the financial report by Trustee Young, seconded by Trustee Murphy-Holroyd; motion passed unanimously.
 - D. Consideration and Action on Acceptance of Donations
 - i. WFPL received two donations this month:
 1. \$500 from Shashi and Pamela Rajpal
 2. \$1,600 from Margaret J. Geller
 - ii. Motion to accept the donation of \$500 from Shashi and Pamela Rajpal and \$1,600 from Margaret J. Geller by Trustee Murphy-Holroyd, seconded by Trustee Kokoros; motion passed unanimously.
6. Chair's Report
 - A. There is no report.
7. Director's Report
 - A. General updates are prepared by Director Long and summarized during the meeting.
8. Old Business
 - A. There is no old business.
9. New Business
 - A. New Staff Introductions were made at the beginning of the meeting, including:
 - i. Katharine Wolfe
 - ii. Kelly Champine
 - iii. Brooke Eubanks
 - iv. Maya Freed-Barlow
 - v. Megan Ramette
 - B. Consideration and Action on Collection Development Policy
 - i. Director Long explained the proposed changes to the collection development policy. In the updated change, the library does not accept gifts solely for the purchase of specific books for the collection. Monetary gifts are encouraged for general purposes.
 - ii. Motion to accept the amendment in the Collection Development Policy by Trustee Keary, seconded by Trustee Kokoros, motion passed unanimously.
 - C. Consideration and Action on Meeting Room Policy
 - i. Director Long explained clarifications on the meeting room policy. For any meeting room use by the community groups, meeting programs should match the description submitted to the library staff.
 - ii. Motion to accept the amendment in the Meeting Room Policy by Trustee Murphy-Holroyd, seconded by Trustee Young, motion passed unanimously.
 - D. Consideration and Action on Borrowing Policy
 - i. Director Long presented some amendments in the Borrowing Policy related to in-library use items such as laptops and mice; 2-week loan items without renewals such as express collection books, DVDs, TV series, audiobooks, and music CDs; 3-week loan items with renewals

- such as regular books, magazines, and regular TV series, video games, eReader/tablets, audiobooks, regular DVDs, and music CDs.
- ii. Motion to accept the amended Borrowing Policy by Trustee Young, seconded by Trustee Murphy-Holroyd, motion passed unanimously.
- E. Consideration and Action on Lending to Decertified Libraries Policy
- i. Director Long presented a new policy related to not lending materials to residents of communities in which the library has been decertified by the Massachusetts Board of Library Commissioners.
 - ii. Motion to accept the new Lending to Decertified Libraries Policy by Trustee Keary, seconded by Trustee Kokoros, motion passed unanimously.
- F. Consideration and Action on Watertown's Community Fridge Placement
- i. Two members of the steering committee of the Watertown Community Fridge attended the Trustee meeting to explain the planned move of the Community Fridge from Mt. Auburn Street to the area right outside of the WFPL adjacent to the parking lot. They expressed their gratitude to the library for being able to host the Fridge and explained that they have been working with the city to get the area ready for the Fridge. Trustees also thanked the volunteers' work to help provide the access to free food in our community.
 - ii. The licensing agreement drafted by KP Law, approved by the City Manager and the Library Director, is currently being reviewed and finalized by the Community Fridge's Steering Committee. The completion of the review will most likely happen between the November and December Trustee meetings, but Director Long would like to expedite the relocation of the fridge upon approval of the licensing agreement.
 - iii. Motion to authorize the Chair to sign the licensing agreement once finalized by the Steering Committee of Watertown's Community Fridge.
- G. Consideration and Action on Capital Submissions for FY27
- i. Director Long presented the proposed Capital Submissions for FY27, with priorities on four key items:
 1. Chimney repair to avoid water infiltration.
 2. Unexpected Renovations, mainly for equipment and building equipment that are near the end of life.
 3. Painting for general upkeep of the library.
 4. Recarpeting of the lobby and stairs area to avoid edges of existing carpet from peeling.
 - ii. Chair Hammonds asked if other carpets in library needed to be replaced in addition to lobby and stairs. Director Long and Assistant Director Maturevich said some of the other areas are in better conditions.
 - iii. Motion to approve the proposed capital improvements as amended by Trustee Kokoros, seconded by Trustee Keary, motion passed unanimously.

10. Requests for Information and Responses

- A. There were no requests for information.

11. Date of next meeting

- A. December 2nd, 2025, 7PM, Raya Stern Room.

12. Adjournment @8:42PM

- A. Motion to adjourn the meeting by Trustee Young, seconded by Trustee Kokoros, motion passed unanimously.