

**Board of Library Trustees Meeting
Tuesday February 3, 2026 at 7:00pm**

**Raya Stern Trustees Room - Watertown Free Public Library
123 Main Street Watertown, MA 02472**

Meeting Minutes

Documents used and/or referred to during this meeting include the following: January 2026 Board of Library Trustees Draft Meeting Minutes, FY26 Year to Date Budget Report, FY26 2nd Quarter YTD Budget Breakdown, FY26 Funds and Grants Spreadsheet, Griffin and Burke Fund Reports, FY26 Hatch Summary, Memo From Director Long listing Donations received in January 2026, Director's Report dated February 3, 2026, Proposed draft of Hatch Creations Policy, Notification of Intent re: Pride 2026 Grants. The meeting was recorded by Watertown Cable Access Television and is available for viewing at wcatv.org.

1. **Call to Order at 7:00 PM.** Present by roll call: Director Long, Assistant Director Maturevitch, Trustee Murphy-Holroyd, Trustee Owens, Trustee Kokoros, Trustee Peng, Chair Young, Trustee Hammonds.
2. **Secretary's Report**
 - A. Minutes of January 6, 2026 Meeting. Trustee Hammonds thanked Trustee Kokoros for preparing the minutes. There were no questions or comments. Trustee Hammonds made a motion to approve the minutes, Trustee Murphy-Holroyd seconded. The motion passed unanimously.
3. **Public Forum**-no members of the public spoke during the public forum.
4. **Financial Report.** Trustee Kokoros presented the financial report as follows:
 - A. **FY26 Budget.** Year to date expenditures are \$2,082,264.67, encumbrances are \$238,915.43, Available Budget is \$1,765,022.00, and Percent of Budget used is 56.8 percent.
 - B. **Burke Fund Report.** Available Budget is \$12,962.89
 - C. **HATCH Financials.** Available Budget is \$13,084.86

Director Long noted that the library is doing a mini audit for book purchasing materials to check on where we are and prepare for the fiscal close in June. She added that the book budget is 75% used or encumbered. Another project reflected in the budget is the recent re-keying of the building which falls under building maintenance. Trustee Hammonds asked about the employee reimbursements listed in the quarterly expense breakdown. Director Long explained that there is only one debit card kept at City Hall for purchasing and it is often more convenient for employees to charge an expense on a personal card and get reimbursed. In the future, the City may obtain cards for each department. But, Director Long is unsure of the timing on that. In the meantime, if library employees prefer to be reimbursed that works fine.

A motion was made by Trustee Owens and seconded by Trustee Peng to approve the financial report. The motion passed unanimously.

D. **Consideration and Action on Acceptance of Donations.** Trustee Murphy-Holroyd made a motion to accept the donations received in January 2026. Motion seconded by Trustee Hammonds. Motion passed unanimously.

5. **Chair's Report.** Chair Young thanked the Board for their support and informed them that she has met with Director Long to discuss the role of chair and plans to meet with Trustee Hammonds and Director Long this month to learn more.

6. **Director's Report**

A. **General Updates.** Director Long highlighted updates from her Director's report. She began by noting that WFPL was recently commended for being one of the highest circulating libraries the Saturday before the recent snowstorm. In general, WFPL averages 1,041 items circulated on Saturdays. On January 24th, WFPL circulated 2,730 items. That was the third highest circulation number in the Minuteman Network that day, behind Cambridge and Newton. The Minuteman Network Executive Director sent around the statistics after the storm. The statistics were for physical checkouts and did not include electronic materials. Director Long noted that about half of the Watertown checkouts were at the self-checkout machine. Director Long thanked the staff who worked that day. Director Long also gave a shout-out to the DPW for clearing the snow from the library grounds and the city parking lot. She noted that the lot is challenging to clear and that some library staff worked from home the first day the library opened post-storm to ease parking issues in the city lots.

B. **Discussion.** (i) Trustee Murphy-Holroyd asked about the reason for O'Some's temporary closing and Director Long stated that O'Some is having some business issues and had given her rather short notice of the closure. Director Long asked that O'Some remain open for an additional week to allow her to inform the library community and patrons, which O'Some was able to do. They will be closed for a month, with plans to reopen at the beginning of March.

(ii) Trustee Owens asked if the Pride Event was funded separately from the library budget. Director Long replied that when people donate to Pride it goes into Special Funds where there is a line for Pride. While Pride is a City event, the library facilitates it. Some money is provided by the City, some from the library's budget and some from donations.

(iii) Trustee Owens asked what happens to discarded library books. Director Long said they go to Better World Books, a service that picks up boxes of books and the library gets some money back for them, though not a large amount.

(iv) Trustee Owens asked if the library could apply for Community Preservation Committee ('CPC') funds for repairs to the Periodicals Room. Director Long explained that we have available funds from the city, so she would not suggest going to CPC for this project. She would like to apply for CPC funds for future projects that are not covered by the library or city budget.

(v) Chair Young commended library staff for assisting a family new to Watertown in accessing resources.

(vi) Trustee Hammonds asked about staff working from home the first day the library opened after the storm and how that worked. Director Long explained that at the request of the City, she asked some library employees who could work remotely to stay home in order to ease crowding in the partially cleared parking lot. She said that as far as she knows it is a new procedure to ask employees to work remotely after a big storm, but it was helpful and worked well.

7. **Old Business.** No old business.

8. **New Business**

A. **Consideration and Action on Hatch Creations Policy.** Director Long explained the proposed policy which clarifies that Hatch resources may only be used for lawful purposes and that Hatch reserves the right to halt, delete or disallow the creation of items that violate Watertown Free Public Library's policies. The policy would bar the creation of any items that would be a danger to others, particularly weapons or components of weapons. It also bars the use of Hatch resources in violation of another's intellectual property rights. Short discussion ensued.

(i) Chair Young asked if there was a policy to keep makers from producing in bulk at Hatch and selling their products. Director Long said it may be covered in the Hatch policy and Assistant Director Maturevich added that there is an understanding that using Hatch's materials for making products to sell or for mass production is not allowed. They noted that this does not come up often and depends on which machine they might want to use and other factors. If a person or group comes in with their own materials they may be able to use Hatch tools to produce them in bulk.

(ii) Trustee Owens noted that it may be advisable to amend the written Hatch policy in the future to add language that clearly reserves the library's right to limit the use of Hatch materials for mass produced items.

Trustee Hammonds made a motion to approve the Hatch Creations Policy and Trustee Kokoros seconded the motion. The motion passed unanimously.

B. **Consideration and Action on Pride Grants.** Director Long explained that the Pride Committee has identified several foundation and community bank grants for which it may apply. A list of these grants is included in the Notification of Intent re Pride 2026 Grants, including a Community Engagement Grant in the amount of \$1,000 from the Watertown Community Foundation, a Community Sponsorship Award in the amount of \$1,375 from Fenway Health, the Watertown Pride HRC Funding grant of \$1,000 from the Watertown Human Rights Commission, and a Charitable Foundation Grant of \$1,500 from the Eastern Savings Bank Foundation. An additional grant from the Eastern Savings Bank Foundation and one from M&T Bank were also on the list, amounts to be determined. Not all grants listed will be applied for as the committee is still investigating whether they qualify for some of them.

Trustee Hammonds made a motion to support the Pride Committee in applying for the grants listed in the Notification of Intent re: Pride 2026 Grants and any others that come to the attention of the Pride Committee in the next couple of months. Trustee Kokoros seconded the motion. The motion passed unanimously.

9. **Requests for Information and Responses.** A. Trustee Peng asked what the library's role would be in the 400th anniversary of the founding of Watertown. Director Long is not sure yet as the city is in the very early planning stage but expects the Library will have a role. She noted that the programming librarian is working with the Mosesian Center and other community groups on the city's commemoration of the country's 250th anniversary coming up this summer.

B. Trustee Peng asked if community resources outside of the library would be listed in the welcome pamphlet that Jamie is preparing for distribution to patrons. Director Long replied that this is a short pamphlet and would only list library resources and is intended to be an intro to the library. She noted that the City might be preparing its own literature with city-wide resources included. The library pamphlets will be available at circulation desks. Assistant Director Maturevitch added that the pamphlets would be especially helpful to have in the bookmobile as they often get a lot of questions about library services there. Director Long noted that the pamphlet would replace the bookmarks that are currently available to patrons.

10. **Date of next meeting.** March 3, 2026

11. **Adjournment.** Trustee Murphy-Holroyd made a motion to adjourn, motion seconded by Trustee Owens. Motion passed unanimously and the meeting adjourned at 7:51 PM.