



**Board of Library Trustees Meeting**  
**Tuesday, December 2, 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: 11/6/2025 Meeting Minutes; FY26 Year to Date Budget Report; FY26 Funds and Grants; FY 26 Griffin Fund Report; Burke Fund Report; FY26 HATCH Summary; Donations from November 2025; Director's Report; New Staff Resumes; Consideration and Action on FY27 Budget; FY26 Action Plan

1. Call to order @ 7:02 PM
  - a. Present by roll call: Director Long, Assistant Director Maturevich, Chair Hammonds, Trustee Young, Trustee Kokoros, Trustee Su, Trustee Murphy-Holroyd, Trustee Keary.
2. Secretary's Report
  - a. Minutes of November 6, 2025, Meeting
    - i. Motion to approve the 11/6/2025 minutes as amended by Trustee Murphy-Holroyd, 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 as read by Trustee Young, seconded by Trustee Murphy-Holroyd, motion passed unanimously.
  - d. Consideration and Action on Acceptance of Donations
    - i. \$10,000 donation from Friends of Project Literacy
    - ii. \$200 from Brooke and John Heraty
      1. Motion to approve the \$10,000 donation from Friends of Project Literacy and \$200 donation from Brooke and John Heraty by Trustee Keary, seconded by Trustee Murphy-Holroyd, motion passed unanimously.
5. Chair's Report
  - a. The Watertown Cable Access upcoming fundraiser event on December 4, 2025.
  - b. Inauguration of city elected officials is January 2, 2026.
  - c. Trustee Keary and Trustee Su's last month as Trustee. Chair Hammonds thanked the two departing Trustees for their contributions to the WFPL.
6. Director's Report
  - a. General updates are prepared by Director Long and summarized during the meeting.

7. Old Business

- a. There is no old business.

8. New Business

- a. New Staff Introductions

- i. Michelle Lavelle – Local History Librarian
- ii. Alice Morrow – Hatch Coordinator

- b. Consideration and Action on FY27 Budget

- i. Director Long explained the FY27 Budget to be submitted to the City Manager. The FY27 budget included the proposed Requests for Additional Funding, which included one request dedicated to historical map restoration work, one request for role change of an existing staff to a supervisory role that would result in a salary increase, request for additional hours for the Hatch-Assistant, additional hours for the PT Reference Librarian, one new role request for a Tween Librarian, one new role request for a Technical Services Assistant.

- ii. There was a lengthy discussion about the order of priority for the six additional budget requests. Director Long and the trustees agreed on the following order of priority:

1. The upgrade of the existing Communications and Design Specialist to the supervisory role of Communication and Engagement Supervisor is the highest priority. This position would supervise two staff members who currently report directly to the Library Director and Assistant Director. The position would move from grade 7 to grade 11, with a salary increase of \$19,662. Benefits from this change would include increased efficiency, less overlap among the three positions and more input from the outreach team at department head meetings.
2. Additional Hours for Hatch Assistant–this is the second year in a row the library is requesting that one of the two temporary Hatch Assistant positions be made permanent part-time. The two current Hatch Assistants are classified as temporary which means they can work no more than 19 hours and they do not receive benefits. There has been high turnover in these roles and moving one to a permanent position could help with that. Also, permanent part-time classification would allow the employee to work more than 19 hours a week which would be helpful, especially when Hatch eventually moves to a larger space.
3. Third priority is the addition of a new role of Tween Librarian. This request is in direct response to feedback received during the library's strategic planning process and would fill a general need for increased coverage in the children's room. This is the second year the library has requested an additional librarian for the children's room. Responsive to our patrons, the director and trustees agreed that the new position should focus on the tween age group.
4. Additional hours for the part-time Reference Librarian. This is the second year we have asked for this. It would fill a need in the reference department.

5. Addition of a new position of Tech Services Assistant. This was requested last year as well. The position would fill a need in the Access Services Department.
  6. A request for up to \$95,000 for map restoration. The planning department gifted the library with several historic Watertown maps that they found. The maps are in need of restoration, some in more need than others. The work would need to be outsourced and the quoted cost was more than expected. This will be an ongoing discussion with the City Manager and the Planning Department, but for now it is included in the library's additional requests.
- iii. Motion to approve the proposed FY27 budget to be submitted to the City Manager by Trustee Keary, seconded by Trustee Kokoros, motion passed unanimously.
- c. FY26 Action Plan
    - i. Director Long presented the FY26 Action Plan to the Trustees and answered questions the Trustees had.
    - ii. As one of the action plans, Director Long presented the library introduction packet to the Trustees. The library would like to prepare and hand out a similar packet to stakeholders and new City elected officials to help introduce them to the library.
    - iii. Trustees made some suggestions on how to indicate the progress on the FY26 Action Plans. Chair Hammonds suggested reviewing it again in May 2026 to evaluate the progress.
9. Requests for Information and Responses
    - a. There were no requests for information.
10. Date of next meeting
    - a. January 6, 2026, 7PM, Raya Stern Room.
11. Adjournment @ 8:47 PM
    - a. Motion to adjourn the meeting by Trustee Murphy-Holroyd, seconded by Trustee Keary, motion passed unanimously.