



Board of Library Trustees Meeting
Thursday, September 10, 2026 at 7:00 PM
Lucia Mastrangelo Meeting Room - Watertown Free
Public Library
123 Main Street, Watertown, Massachusetts 02472

Agenda

ACCESS INFORMATION:

- A. This meeting will be held on Thursday, September 10, 2026 at 7:00pm. Location:
Lucia Mastrangelo Meeting Room - Watertown Free Public Library, 123 Main Street,
Watertown, Massachusetts 02472
 - B. Please Visit the Board of Library Trustees Website here:
<https://www.watertownlib.org/203/Trustees>
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- 1. Call to Order
- 2. Roll Call
- 3. Secretary's Report
 - A. Minutes of July 7, 2026 Meeting
- 4. Public Forum
- 5. Financial Report
 - A. FY27 Budget
 - B. Burke Fund Report
 - C. HATCH Financials
 - D. Consideration and Action on Acceptance of Donations
- 6. Chair's Report
- 7. Director's Report
 - A. General Updates
- 8. Old Business
 - A. Action Plan Update: HATCH at North Branch Library
- 9. New Business
 - A. Library Director Review
 - B. Consideration and Action on Borrowing Policy and Loan Rule Updates
 - C. Consideration and Action on Closure Request
 - D. Consideration and Action on Security Cameras Policy
 - E. Consideration and Action on Artwork Donation
- 10. Requests for Information and Responses

11. Date of next meeting
12. Adjournment

**Board of Library Trustees Meeting
Tuesday July 7, 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: May 2026 and June 2026 Board of Library Trustees Draft Meeting Minutes, FY26 Year to Date Budget Report, FY27 Budget Report, FY26 Funds and Grants Spreadsheet, Griffin and Burke Fund Reports, FY26 Hatch Summary, FY26 4th Quarter YTD Budget Breakdown, Memo From Director Long listing Donations received in June 2026, Director's Report dated July 7, 2026, Lobby Reconfiguration Documents, Memo from Director Long: re: Support for Library as a Polling Place, 2027 Gallery Booking Proposal and copies of artist submissions, and 2027 Action Plan Draft. The meeting took place in person and was recorded by Watertown Cable Access Television. It is available for viewing at wcatv.org.

1. Call to Order at 7:01 PM.

2. Roll Call. Present by roll call: Director Long, Assistant Director Maturevich, Trustee Murphy-Holroyd, Trustee Owens, Trustee Kokoros, Trustee Peng, Chair Young, Trustee Hammonds.

3. Secretary's Report

A. Minutes of (i) May 5, 2026 Meeting and (ii) June 2, 2026 Meeting. Trustee Hammonds noted that the May minutes were updated to reflect that an item was moved to the top of the agenda.

Motion made by Trustee Kokoros to approve the minutes for May 5, 2026. Seconded by Trustee Peng. Motion passed unanimously.

Motion made by Trustee Murphy-Holroyd to approve the minutes for June 2, 2026. Seconded by Trustee Owens. Motion passed unanimously.

4. Public Forum. No members of the public spoke during the public forum.

5. O'Some Cafe Update

A. **Financial Report.** Director Long reported that their profits were \$1,163 in June. There have been some challenges fully staffing the cafe and are considering changes to the menu.

6. Financial Report. Trustee Kokoros presented the financial report as follows:

A. **FY26 Budget.** Year to date expenditures are \$3,851,596.50, encumbrances are \$107,343.99, Available Budget is \$196,201, and Percent of Budget used is 95.3 percent of the fiscal year budget. Director Long explained that the budget is actually 100% spent down—minimal amounts in the operating budget for expenses, things like electricity or staff development are considered 100% spent out though they may have a minimal amount left over (\$6). The majority of what is

left is in the personnel lines, which goes back to the city's funds. If unspent money were in an expense line and we weren't able to pay it out by the end of the fiscal year, we would have the option to carry that over. We do have some items coming in that will be paid in FY27 with FY26 dollars.

B. Burke Fund Report. Available Budget is \$1,533.84.

C. HATCH Financials. Available Budget is \$-386.86.

Trustee Kokoros noted that the FY27 year to date budget was included in the packet but no funds had been processed yet by the time the packet went out (though some purchase orders have been processed since then and will be reflected in next month's financial report).

Chair Young made a motion to accept the financial report. Trustee Hammonds seconded. Motion passed unanimously.

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

7. **Chair's Report.** No updates.

8. **Director's Report**

A. General Updates. Director Long highlighted updates from her Director's report. One item highlighted is that patrons will now be able to check out books at the reference desk as well as at Circulation. And Circulation staff can answer quick inquiries like looking up whether we have a specific book, instead of sending patrons upstairs to ask at reference. The new citizenship corner has been set up outside the Project Literacy office with updated citizenship materials. With respect to facilities, new wayfinding signs have been installed throughout the library and plans are in progress for replacing the circulation desk in order to free up space and improve sight lines in the lobby. New desks have been ordered and will be stored at the Sterritt site until demolition of the existing circulation desk can be completed by Public Buildings. The current desk is huge—17 ft long and 4 ft deep. It can feel like a barrier. The new desks will be a lot smaller and will be on wheels, allowing flexibility. This will be a multiphase approach to improve the lobby area relatively inexpensively while we await a future building renovation. Director Long gave an overview of the layout and project phases using pictures of the new desks and rough drawings of the new configuration that are in the packet. The first phase is replacing the desk, phase 2 is adding shelving and some seating, then carpet replacement.

B. Discussion. Trustee Owens asked if desk services will be the same upstairs as downstairs now that books can be checked out at all desks. Director Long said that in-depth reference questions will continue to be directed upstairs to the reference desk and complicated account questions will be directed to the first floor circulation desk.

Re: librarian visits to schools for summer reading, Trustee Owens asked if librarians visit schools throughout the year too. Director Long said yes they go throughout the year, but

generally not in September. There was also a discussion about bookmobile activity during the summer.

Trustee Peng asked when Fix-it Saturdays at Hatch will take place going forward. Director Long replied that it will depend on staffing. Assistant Director Maturevich said Hatch will aim to hold the event twice a year. Trustee Peng wondered how to promote the event. It was noted that Hatch is a small space so that would need to be kept in mind.

Re: the lobby updates, Trustee Peng asked about bench seating under the shelves and the height of the shelving and whether it would be tall enough for library ladders. Director Long noted that they would not be tall enough for ladders. There may be room for bench seating, but they will need to determine whether there's space for seating after installing shelves. Trustee Hammonds asked about the small space under the stairs. Director Long said that will be a later phase. She would like to enclose that space and use it for some storage and possible shelving or a reading nook. Trustee Owens asked what the timing would be for making the lobby updates. Director Long is hoping for sometime this fall for the first phase of demolishing the current desk and moving the new one in. The ideal would be to close for a day this fall when the desk is being demolished and schedule a virtual staff day or a visit to other libraries. Trustee Hammonds noted that we will need to share the plans with the public so that they are not surprised as the phased project begins.

Trustee Hammonds asked about strategic planning with the Rec Department. Director Long explained that she had met with the recreation director to share information and ideas from our strategic planning process as they start their own process.

9. Old Business.

A. No old business to discuss.

10. New Business

A. Consideration and Action on using the Library as a Polling Place. Director Long asked that the trustees approve the use of the library as a polling place for the upcoming primary on September 1 and the general election on November 3rd. Voting would take place in the Watertown Savings Bank Room and polls would be open from 7:00AM to 8:00PM. The morning hours would not require additional library staff. The bathrooms would be open but the rest of the library would be closed until our normal opening at 9:00AM.

Motion made by Chair Young to approve using the library's Watertown Savings Bank room as a polling place on September 1, 2026 and November 3, 2026 as set forth in the memo from Director Long. Trustee Peng seconded. Motion passed unanimously.

B. Review of 2027 Gallery Booking Presentation. Director Long reviewed the planned schedule for the art gallery. It's generally first come first serve, though there are three months each year reserved for WHS, the Senior Center and Watertown Arts and Culture. There was one artist that had to be waitlisted this year. Trustee Owens asked if we ever combine artists so that they can display together. Trustee Peng asked if any art could be displayed downstairs. Director Long said the priority for space in the

lobby would be adding circulating materials downstairs. But, she did say she could explore maybe displaying more art on the walls in the lobby.

C. FY27 Action Plan Presentation. Director Long gave an overview of the proposed action plan for 2027 and the trustees asked questions and gave feedback. Trustee Owens asked if there is a plan to repeat the 'No' Log. Director Long said they would like to repeat it, maybe every year or two. Trustee Owens asked if the teen surveys/dropins would do the same work as the teen advisory board. Director Long replied no these would be less formal feedback and chats. Trustee Hammonds asked for clarification on the Hatch/Childrens collaboration—it would involve both children's staff doing a program at Hatch or Hatch volunteers coming to Childrens. With respect to the AI goal, Trustee Peng mentioned that some residents want to propose a new city committee regarding AI. Regarding Heritage displays, Director Long said there's been positive feedback about the ones they've done so far. Trustee Hammonds asked if there was a set schedule this year, Director Long said not every month but there are some planned. Trustee Peng asked if there was a policy to determine which heritages to display. Director Long said they will explore whether a policy will be needed and what it would look like or whether the displays could be more freeform. Trustee Peng asked about hosting more language book clubs. Right now the library does not have staffing for that so it's not in the Plan, though we are open to new clubs being established by patrons or as new staff is hired. Trustee Hammonds asked about the goal of identifying and building connections to Homeschooling groups and whether there have been requests from homeschooling families for this service. Director Long said that staff in Children's do see homeschooled children and know that it can be isolating. She noted that children's staff already visit public and private schools and welcome different independent schools and preschools to the children's room and they want to explore how to reach out to the homeschool community in similar ways. Trustee Owens noted she was surprised to see this as a priority and wondered if there is a significant homeschooling population in Watertown. Trustee Kokoros mentioned that the schools would have demographic information on the amount of homeschooled children, and private school attendees, etc. Director Long noted that she would change the language of the action item from 'identify' to 'explore' ways to connect with homeschooling groups in the community.

11. **Requests for Information and Responses.** None.

12. **Date of next meeting.** September 1, 2026.

13. **Adjournment.** Trustee Hammonds made a motion to adjourn, motion seconded by Trustee Kokoros. Motion passed unanimously and the meeting adjourned at 8:37 PM.

FY27 YEAR TO DATE BUDGET REPORT

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0161051	510111	FULL TIME SALARIES	2,561,002	0	2,561,002	376,494.79	0.00	2,184,507	14.70
0161051	510112	PART TIME SALARIES	718,915	0	718,915	91,365.51	0.00	627,549	12.70
0161051	510130	OVERTIME	24,000	0	24,000	5,893.23	0.00	18,107	24.60
0161051	510143	LONGEVITY	23,409	0	23,409	0.00	0.00	23,409	0.00
0161051	510146	CPR STIPEND	250	0	250	0.00	0.00	250	0.00
0161051		Total 0161051 LIBRARY - PERS. SVCS.	3,327,576	0	3,327,576	473,753.53	0.00	2,853,822	14.20
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	20,800	0	20,800	1,966.74	5,249.19	13584.07	34.70
0161052	520241	BUILDING MAINTENANCE	10,300	0	10,300	0.00	0.00	10300	0.00
0161052	520244	COMPUTER MAINTENANCE	69,040	0	69,040	2,616.99	34,940.95	31482.06	54.40
0161052	530327	REGIONAL LIBRARY SERVICES	93,290	0	93,290	87,733.00	0.00	5557	94.00
0161052	530342	COMMUNICATIONS - POSTAGE	2,100	0	2,100	0.00	0.00	2100	0.00
0161052	530383	PROGRAM SERVICES	18,800	0	18,800	908.10	0.00	17891.9	4.80
0161052	540421	OFFICE SUPPLIES	14,630	0	14,630	212.82	7,207.18	7210	50.70
0161052	540422	PRINTING & FORMS	14,000	0	14,000	1,196.00	5,980.00	6824	51.30
0161052	540425	PROGRAM SUPPLIES	2,500	0	2,500	272.34	296.71	1930.95	22.80
0161052	540430	BUILDING MAINTENANCE SUP.	3,090	0	3,090	219.48	184.94	2685.58	13.10
0161052	550511	BOOKS	516,000	0	516,000	76,700.17	225,383.69	213916.14	58.50
0161052	550512	BOOK PROCESSING	53,500	0	53,500	8,363.46	7,519.55	37616.99	29.70
0161052	570710	IN STATE TRAVEL	500	0	500	0.00	0.00	500	0.00
0161052	570720	OUT OF STATE TRAVEL	4,000	0	4,000	0.00	0.00	4000	0.00
0161052	570730	DUES & SUBSCRIPTIONS	1,530	0	1,530	0.00	825.00	705	53.90
0161052	570735	PROJECT LITERACY/TOWN	11,500	0	11,500	480.10	3,044.44	7975.46	30.60
0161052	570785	COMMITTEE EXPENSES	2,600	0	2,600	0.00	420.00	2180	16.20
0161052	570786	CONFERENCE EXPENSES	3,130	0	3,130	493.00	0.00	2637	15.80
0161052	570787	STAFF DEVELOPMENT	3,130	0	3,130	671.00	0.00	2459	21.40
0161052		Total 0161052 LIBRARY - EXPENSES	844,440	0	844,440	181,833.20	291,051.65	371555.15	56.00
0161058	580840	BUILDING RENOVATIONS	51,000	0	51,000	27,514.20	-27,514.20	51,000	0.00
0161058	580870	REPLACEMENT OF EQUIPMENT	77,000	0	77,000	2,489.55	-2,400.99	76,911	0.10
0161058		Total 0161058 LIBRARY - CAPITAL	128,000	0	128,000	30,003.75	-29,915.19	127,911	0.10
		Grand Total	4,300,016	0	4,300,016	685,590.48	261,136.46	3,353,289	22.00

FY26 Funds and Grants

Fund or Grant	7/1/2026	Available to spend balance as of 7/1/2026	Deposits YTD	Expended YTD	Current available balance	Notes
Book Funds						
Pratt (includes Pratt Stock)	154,912.26	12,038.76	1,306.32	-	12,038.76	80% of int on periodicals
Whitney	2,255.83	2,255.83	21.65	-	2,277.48	book purchases only
Mead	7,269.82	4,269.82	58.46	-	4,328.28	book purchases only
Charles	3,190.32	2,990.32	24.39	-	3,014.71	Armenian History books
Barry	2,568.90	2,568.90	34.61	-	2,603.51	book purchases only
McGuire	3,964.28	2,964.28	37.96	-	3,002.24	book purchases only
W. Pierce	28,943.55	8,943.55	228.67	-	9,172.22	book purchases only
MacDonald	11,276.63	6,276.63	93.19	-	6,369.82	Grief related books
O'Reilly	12,538.90	12,038.90	95.87	-	12,134.77	Fiction
Stone	4,471.85	4,471.85	34.18	-	4,506.03	book purchases only
Campbell	6,541.05	5,541.05	50.01	-	5,591.06	Large print books
Santoro	2,754.68	1,154.68	21.06	-	1,175.74	Art books only
Brown	3,119.71	2,119.71	24.28	-	2,143.99	Sci-fi books
Keith	4,983.04	3,983.04	38.10	-	4,021.14	Wat history books
Drucker	3,585.56	3,585.56	27.41	-	3,612.97	Humanities books
Special Gifts	98,136.78	98,136.78	1,647.14	3,200.00	96,583.92	Unrestricted
- Cohen Fund	7,383.22	7,383.22	-	32.29	7,350.93	Cookbook and Mysteries
- Makerspace Fund	1,000.00	1,000.00	-	-	1,000.00	Makerspace expenses
- Bookmobile Fund	7,724.30	7,724.30	-	2,819.65	4,904.65	Bookmobile expenses
- Gallant Fund	8,476.99	8,476.99	-	-	8,476.99	Children's dept
Other Funds & Grants						
Kaveny	44,687.78	16,316.29	341.65	-	16,657.94	Benefit of the library
Masters	4,971.78	2,264.78	38.01	-	2,302.79	Trustees discretion
B. Pierce	856.40	856.40	10.66	-	867.06	Trustees discretion
LIG/MEG	667,687.62	667,687.62	-	-	667,687.62	
Revolving Printing Account	15,023.73	15,023.73	2,848.88	3,569.41	14,303.20	
Friends of Project Literacy Fundraising	72,647.60	72,647.60	-	-	72,647.60	
McCall Gift Fund	39,523.31	39,523.31	-	-	39,523.31	For children's dept only

GRIFFIN FUND REPORT

MONTH ENDING	BEG BAL	ADDED	WITHDRAWN	INTEREST / DIVIDENDS	INVESTMENT MKT VAL ADJ	VERIZON DIVIDENDS	VERIZON STOCK MKT VAL ADJ	END BAL	CASH HELD FOR INV	CASH AVAILABLE FOR SPENDING	INV	
FY26 BAL FWD	204,007.67								\$ -	\$ 63,415.95	\$ 146,177.42	-
31-Jul	204,007.67			204.05	385.39	14,460.45	\$ 219,057.56	\$ -	\$ -	\$ 78,465.84	\$ 146,177.42	-
31-Aug							\$ -	\$ -	\$ -	\$ 78,465.84	\$ 146,177.42	-
30-Sep							\$ -	\$ -	\$ -	\$ 78,465.84	\$ 146,177.42	-
31-Oct							\$ -	\$ -	\$ -	\$ 78,465.84	\$ 146,177.42	
30-Nov							\$ -	\$ -	\$ -	\$ 78,465.84	\$ 146,177.42	
31-Dec							\$ -	\$ -	\$ -	\$ 78,465.84	\$ 146,177.42	
31-Jan							\$ -	\$ -	\$ -	\$ 78,465.84	\$ 146,177.42	
28-Feb							\$ -	\$ -	\$ -	\$ 78,465.84	\$ 146,177.42	
31-Mar							\$ -	\$ -	\$ -	\$ 78,465.84	\$ 146,177.42	
30-Apr							\$ -	\$ -	\$ -	\$ 78,465.84	\$ 146,177.42	
31-May							\$ -	\$ -	\$ -	\$ 78,465.84	\$ 146,177.42	
30-Jun							\$ -	\$ -	\$ -	\$ 78,465.84	\$ 146,177.42	
FUNDS USED TO PURCHASE ADDITIONAL SHARES												

Burke			
	Allocated	Expenditures	Available
Teen Materials	\$ 3,216.00	\$ -	\$ 3,216.00
Teen Programming	\$ 3,372.00	\$ (1,579.13)	\$ 1,792.87
Children's Materials	\$ 1,608.00	\$ -	\$ 1,608.00
Children's Programming	\$ 10,489.00	\$ (1,780.80)	\$ 8,708.20
Adult Materials	\$ 1,608.00	\$ -	\$ 1,608.00
Adult Programming	\$ 4,870.00	\$ (1,420.20)	\$ 3,449.80
Museums	\$ 5,000.00	\$ (1,050.00)	\$ 3,950.00
Movie Licenses	\$ 2,000.96	\$ (481.49)	\$ 1,519.47
Total	\$ 32,163.96	\$ (6,311.62)	\$ 25,852.34

FY27 HATCH Summary

	July 1 Allocation	Adjustments (new funds added)	Encumbrances	Expenditures	Available funds
Special Gifts	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00
LIG/MEG	\$ -	\$ -	\$ -	\$ -	\$ -
Building Committee	\$ 14.92	\$ -	\$ -	\$ -	\$ 14.92
Watertown Commuty Foundation Grant	\$ -	\$ -	\$ -	\$ -	\$ -
City Budget: Equip. Maint.	\$ 15,000.00	\$ -	\$ 3,146.00	\$ (1,926.18)	\$ 9,927.82
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 16,014.92	\$ -	\$ 3,146.00	\$ (1,926.18)	\$ 10,942.74



TO: Library Board of Trustees
FROM: Kim Long, Library Director
DATE: September 2026
RE: Donations

The following donations were received in July and August:

34 Saint Patrick High School Yearbooks by Dan McCarthy
\$500 from Shashi and Pamela Rajpal
2 card tables from Margaret Wong



TO: Library Trustees
FROM: Kim Long, Library Director
DATE: September 10, 2026

RE: Director's Report

General Highlights

- The Annual Report Information Survey (ARIS) was completed by Kim with help from Natasha, Theresa, and Department Heads. Our circulation numbers dropped considerably this past year, as seems true for many libraries in the Minuteman area. We were all affected by 2 big events: Baker and Taylor went out of business which led to several months of scrambling to get materials, and we had massive snowstorms in February where the decline in circulation was sharpest. People were snowed in or found it difficult to travel for days at a time, if not weeks. Additionally, Belmont reopened with a brand-new library facility in mid-January, and WFPL changed our loan rules from 2-week loan periods to a 3-week loan period for Express and New Books which caused a decrease in circulation numbers.
- Claudia and Allie's program proposal for the New England Library Association (NELA) conference was accepted! The conference will be held in Burlington, VT from October 25 - 27 and they will be presenting on Club de Lectura en Español and the book club kits.
- Ryan, Mecaria, and Jill worked with librarians at Perkins to refresh the deposit collection with new titles in braille for children and adults. There are also new talking books in both collections.
- WFPL has added the [Concord Museum](#) pass to its museum pass offerings for patrons. The pass is digital and can be [booked online](#). There are two passes per day for weekends and one pass per day for weekdays. The pass works for up to 4 guests and takes \$5 off the entry price. Children 5 and under are free.
- Danielle put together the September/October print newsletter and the September e-newsletter this month while Jamie is away on leave. Danielle has done an excellent job with the newsletter this cycle, both e-news and print.
- Michelle and Mecaria have inventoried the flatfile/mapcase in preparation of our new flatfile delivery. Michelle will be devising a storage plan for these items.
- Reference launched a variety of sensory aids as part of our services- some items are given out for single use, some are items that will circulate. They include small stuffies, headphones, cooling microfiber cloths, fidget spinners and toys.
- Patrons are now able to check out and make library cards at every desk in the library. Thank you to everyone for asking questions, providing trainings for each other, and getting this off the ground. We are pleased to offer more complete, streamlined services at each desk so patrons get what they need faster and easier.
- On July 14, 2026, the library hosted Alison Macrina (a former WFPL employee), founder and director of the Library Freedom Project for staff and public trainings on critical AI

literacy. The Reference Department received the training alongside Department Heads, Kim, Franny, and intern Mecaria. The staff training emphasized naming attributes of AI to help patrons identify AI, understanding resources available to librarians for working with patrons who wish to opt-out of AI features on common tech platforms, and understanding AI within the landscape of Big Tech. Reference has classes planned on the topic, as well as resources at the desk.

- Stephanie reviewed 7,500 fiction titles for possible weeding and the Pages are helping us to pull a large number of items.
- Carey and Theresa are working on an application form for teens interested in volunteering and community service hours. The application will be online when complete. The Teen department receives many requests to volunteer so this form will keep things more organized.
- Abbi, the teen summer intern has completed her summer internship. She will be joining the library staff as a page this fall! The summer internship was partially funded by the Watertown Community Foundation.
 - Her accomplishments included creating three zines for the Library's collection, developing and implementing two programs for tweens, and helping the Teen department with administrative tasks.
 - Abbi interviewed staff, shadowed in the Circulation and Adult services departments, and assisted Project Literacy teachers in writing up lesson plans.
 - Abbi wrote an end-of-the-summer reflection paper which included that *"the experience was eye-opening because it's different from previous jobs I've had and it's different from my school experience; It's less micro-managed and overall showed me how to take better initiative for my time and projects,"* and said *"being able to use my research skills for things I'm actually interested in made me feel more confident and in turn I was pretty proud of my work! The work environment was really friendly and understanding, which I appreciated."*
- Hatch is now requiring sign-ins for visitors so we know who is in the building if an emergency happens. This adjustment seems to be a success so far. Alice noted that a beneficial side effect of this change seems to be that now more patrons carrying their Hatch cards with them instead of asking to be looked up, which overall saves time.
- There have been a lot of preteen-age children coming into Hatch interested in learning new skills, primarily electronics and robotics. The electronics area has been underused, and Hatch has recently acquired some volunteers with extensive electronics experience, so it's nice to see patrons taking interest and the volunteers getting to use their skillsets.
- Claudia gave an interview to city councilor Nicole Gardner to discuss her Paralibrarian of the Year award and her work for WFPL. Check it out, [here](#)!
- Ryan and Kate have worked to get our Spanish book club kits ready to launch. They are almost ready. They have established our cataloging guidelines, processed several kits,

and worked with MLN to recommend an appropriate new loan rule. Claudia is finishing up discussion guides and connecting with other libraries to make them aware of the kits.

- The Zine Team (Allie, Claudia, Kirsten, Megan, and Pauli) convened to review nearly 85 applications for the 2026 Watertown Zine Fest, the library's sixth fest. While running a large-scale fest each year is very challenging, having to say no to some applicants is always the toughest part. The team is always encouraged to hear back from applicants who share they will still be in attendance to trade zines and support the growing regional zine scene. Expanding to two floors last year made a big difference in that the fest can host nearly 60 zine exhibitors and partners including Boston Compass Newspaper and Boston Comics Arts Foundation.

City/Community Meetings and Collaboration

- WFPL participated in several activities related to Watertown's Treaty Day 250th celebrations.
 - Kim attended a dinner to honor the 250th Treaty Day at the Commander's Mansion on July 17 alongside the City Managers and leaders of the Massachusett, Mi'kmaq, and Maliseet. Food was prepared by Chef Sherry Pocknett, a member of the Wampanoag and first Indigenous woman to receive a James Beard award for best chef in the Northeast.
 - On July 15, The City and library collaborated to host guests Graham Marshall (Mi'kmaq educator, musician, and culture sharer), Chris Newell (Passamaquoddy author, educator, musician, and knowledge keeper), and Mishy Lesser (co-founder of Pigsgusset Initiative and Watertown resident) for an engaging panel on "Indigenous Views on the Origins of the American Revolution," at the library commemorating both America's 250th anniversary and Watertown's Treaty Day. The library welcomed over 125 guests for the panel, and one participant remarked in their feedback survey, "I unlearned and then learned so much more in that 90 minutes than in my whole public-school education." Allie was able to accommodate the arrival of Watertown's international guest on short notice, and he and his relative were very impressed with the library's hospitality and services.
 - On July 18, Kirsten and Michelle L. brought the bookmobile to Treaty Day 250 at the Mosesian Center. 60 patrons visited the bookmobile and many complimented the selection of Treaty and Indigenous Peoples focused books. One visitor mentioned that she was returning to Prague the following day and said, "I wish I could stay and be your reader!"
- Kim and Michelle met with Faries Gray, Sagamore of the Massachusetts Tribe, to review documents related to the City's seal in August after Kim and Faries met at the 250th dinner.

- Kirsten, in collaboration with the Children's and Access Services departments, brought the bookmobile to the Watertown Public Schools' Summer Success program four times in the month of July, to support literacy and combat the "summer slide."
- Michelle attended a meeting of the 400th Committee on August 6 to discuss plans for the celebration and ways the library can participate.
- Megan Ramette and Danielle Green helped to represent the library at both the Watertown Arts Market at Arsenal Yards on Saturday, August 8, as well as the Farmer's Market on August 5.
- Pauli and Alice were also representing the library at Arts Market. We saw over 250 people visit Hatch's booth, 20% more than last year! This year Hatch brought river rocks and paint pens for visitors to decorate – about 150 people decorated a rock, and some chose to leave their rocks behind to inspire other patrons.
- Liz took part in digital outreach at the Munger Apartments on Aug 12, and devised a plan for follow-up visits to Munger and Lexington Garden Apts.
- Carey met with Nnamdi Okaka and Christina Lupica to plan recruiting efforts for Teen Advisory Board members.
- Allie co-hosted the MetroWest Program Planners with librarian Helen Lui on Wednesday, July 15, 2026.
- Allie met with Morgan Henderson on July 16, 2026 to begin planning for a "Join Watertown" event, inspired by the "Join or Die" documentary that encourages adults to join clubs, volunteer groups, and civic organizations in their communities to combat loneliness and build the communities they want to live in.
- Carey met with Bevin Croft of World in Watertown about possible collaborative programming for trans teens and their families.
- Emily and Kazia represented the Library at the Boston Children's Museum CreatedBy event on Sunday, August 2. The Museum had almost 3,000 visitors, many of which participated in the event. The Library table had approximately 440 visitors.
- Carey met with Karen McKormack from Perkins School for the Blind to set up a schedule for Perkins volunteers this fall.
- Kim met with George and Emily for a regular check in meeting.
- Kim and Maurice met to continue discussions on the future of IT at the library.
- Many staff attended the Employee Summer Social hosted by the City on July 21 to celebrate staff.
- Allie and Kirsten met with Tyler Cote to discuss Join Watertown 2027 event planning and his department's involvement.
- Kim met with Laura Murray to talk about 311. We discussed ways to collaborate and planned a meeting with 311 staff and Reference staff.
- Allie helped orchestrate Minuteman Library Network's annual Library Crawl. This year it took place over a full week instead of a day, so there were many more participants. Kelly C has hand folded all the Minuteman Library Network Crawl passports – thank you to Allie and Kelly C for making our stop a successful one!

- Kim attended the City's August 10 Redevelopment Authority meeting to keep up-to-date with conversations about construction and development near the library.
- Theresa, Natasha, Kelly D, Janet, and Kim attended the High School ribbon cutting ceremony. It was exciting to see what resources and spaces are available in town and try out some furniture for the future.

Program Highlights

- On July 19, WFPL hosted a World Cup Watch Party of the final match in the 2026 World Cup. Approximately 450 people were in attendance, and Janet led friendly pick-up soccer before the game for all ages. Many kids continued playing soccer during the match, and kids also had the opportunity to make signs to cheer on their team. Watertown's Natural Fruittiberri sold ice creams and lemonade to fans, and the library provided free waters and snacks. Thank you to Kim, Allie, Janet, and Elle for working the event and our partners at Recreation for making it possible.
- Summer Reading was a success! Staff noted lots of enthusiasm for all the stickers and shirts.
 - Families have generally found the challenges to be approachable. Parents and caregivers shared that they thought the artwork was beautiful- thank you again to Claudia for her design. Children really enjoy the sticker chart component of Summer Reading and we found that adults did to! Children's distributed 754 challenge cards.
 - This year marked a big change for the Teen Department with summer reading. In the past we have had an end-of-summer auction where teens could bid on prizes with "money" they had earned by reading for an hour. After some feedback from teens and parents over the last few years, Carey and Kelly decided not to host an auction. Carey noted that while there was some disgruntlement, this year's program seemed to be a good response to parents/teen participants who were not able to attend the actual auction because they were on vacation or camp.
 - The Teen Room offered a small prize for each plant sticker they earned. Prizes included blank journals, school supplies and "cute trinkets".
 - Adults were extremely enthusiastic about participating this year - to an extent that Jill mentioned being surprised by! Jill reported hearing from multiple people that they were encouraged to pick up a game board and participate by the staff on the first floor. We are grateful we are those staff for all of the extra little bits of encouragement. It really made people feel comfortable (and excited) to participate in summer reading as adults.
 - Reference staff heard adults rave about the beautiful design of the gameboard itself. Jill noted that in past years, people wanted to show staff that they had completed the challenges to get a prize. This year, numerous people asked if they

could keep the completed gameboard because the greenhouse scene was so pretty! They really enjoyed it.

- Jill reported that her favorite encounter was an older patron ascending the stairs waving her gamecard over her head and calling out triumphantly that she was the oldest person to ever have completed a summer reading challenge!
- All in all, Cultivate Curiosity was great fun, lots of people read all sorts of things they would not normally have read, which we are so pleased to see happen!
- Danielle and Megan separately offered two summer program series for teens that were extremely popular. Danielle's weekly creative writing workshop started with four participants in July to grew to twelve by the end of August. Because of the program's popularity the workshop will be continued in the fall. Megan contributed accessible, low-pressure crafting programs. Her programs will also be continued in September. Thanks to Ryan and Joe for adjusting schedules so Danielle and Megan could participate! The teens who attended Megan's program said that they appreciated "having some time dedicated to learning a new craft, away from their computers and doomscrolling."
- Teen's Creative Writing programs have seen an increase in numbers. Danielle's creative writing workshop has doubled in size. The most recent round of Creative Writing had 14 entries, up from 6-7 on average.
- The library hosted the Library Freedom Project's "I Didn't Ask for this AI" training which provided concrete steps for opting out of AI on common tech platforms like Gmail, Microsoft, iPhone, Android, and more, while also providing context for AI within Big Tech. About 20 people attended, ranging in age from their early 20s to 70s.
- Seth started hosting laser cutter trainings on Saturday mornings before Hatch opens, beginning on August 8. So far, they've proved to be popular, and the timeslot outside of normal Hatch hours also seems to make it easier for patrons to follow along because there are fewer distractions. We are able to offer this because of the increase in hours for Seth's position that began on July 1.
- Mecaria hosted sensory playtime on the patio every Thursday for the Children's Dept this summer. It continues to be a popular passive program!
- Friday Sing Along has been the most popular program of the summer. This all-ages program runs about 3 times a month and regularly has good attendance numbers, but this summer was great! On July 3 we welcomed 85 people, on July 17 we welcomed 80 people, and on July 24 we welcomed 67 people. On August 21 we welcomed 111 people! Big, enthusiastic crowds help make this program extra fun for staff.
- In July, Children's hosted an Imaginary Airport which brought in 100 people over the course of the day. Mecaria helped by making cute baggage scans and passports for kids to stamp.
- In August, Children's hosted Imaginary Camping on Wednesday, August 19. Kirsten generously shared her tent, Emily brought in chairs, a sleeping bag, and cooler, and Children's Temp Teddy made a beautiful fake fire from objects found in the Children's

offices. New puppets helped kids imagine what animals they might see while camping, and Hoopla provided 50 hours of commercial free nature sounds.

- The Library Insiders had requested a tie-dye party in the past, and on July 10, 2026 we made it happen. Pauli, Megan, Danielle, and Mecaria hosted an outdoor tie-dye party where participants could bring an article of clothing or tie-dye a cotton bandana. Total summer fun was had by all!
- On Monday, August 3 there were 100 participants at Pokemon Club. Children's reported that the words "rare" and "valuable" and "G star" or "V max" and "evolved" could be heard throughout the Children's Room.
- Liz and Kelly C took turns leading our new Mighty Squirrel book club with about ten members attending at each.
- Tweens at Hatch was a fun program! Franny and Alice hosted 5 tweens and 1 younger sibling. They learned about Hatch, painted rocks, and tried the button maker.
- Meet a Rabbit with Land's Sake Farm was a hit! Timothy the rabbit visited on Thursday, August 13. An all-ages group learned about rabbits, shared a story about rabbits, and got to meet Timothy!



- Kirsten grew two community partner relationships in the month of July: she visited The Residence in Watertown Square for the second time, bringing book carts into the lobby for residents to browse and check out books, while also talking up the Home Delivery program. Intern Mecaria came on this visit and was very helpful! 15 patrons dropped by during her visit, up from 10 during the June visit. Kirsten also brought the Bookmobile to Mount Auburn Cemetery on July 29. This is the first stand-alone Mount Auburn visit (previous visits have been part of Mount Auburn's SOLSTICE celebration) and is a great example of growing a community partnership over time.

- WFPL welcomed MassArt at the Library, a partnership between the Massachusetts Board of

Library Commissioners (MBLC), MassArt and Eutetic Arts, on July 31 and August 1, 2026. Over 185 tweens, teens, and adults created original metal castings and several kids got a chance to pour molten aluminum under the supervision of MassArt faculty and staff. Thank you to Christine, Jill, Allie, Sam, and Simmons intern Mecaria for assisting with the two-day program. MBLC expanded the program to two-days for the first time working with WFPL. Library staff spoke to patrons about Hatch Makerspace, Summer Reading, and more. Celeste Bruno at MBLC wishes to convene librarians who worked on the

MassArt programming at their libraries, including Allie for WFPL, to discuss how to expand free arts programming for the summertime statewide. Our feedback from parents and caregivers included:

- Such a unique event, and it was a great learning experience for kids to participate and interact with the artists/instructors.
- It was a great and safe way to expose kids to other arts. They were able to see the process and participate safely in it.
- What a great opportunity—creative AND educational. My child really enjoyed putting in the ingots and I personally enjoying seeing the liquid metal pouring into the molds. Science is awesome!



Project Literacy

- Project Literacy brought on 5 new teachers this month-Sue, Robin, Abby, Matt and Bryon. Two evening teachers moved out of the area, one moved to daytime classes, and another has to take a medical leave of absence. We received a lot of great applicants with experience in not only teaching ELL to adults, but also having experience connecting families to community resources.
- Project Literacy has been able to host a variety of workshops and training courses this summer. Thanks to the Marshall Home Fund, we held trainings for Project Literacy volunteers and teaching teams every month this summer. Topics included increasing talk time for learners, having fun with grammar, citizenship, and pronunciation. The

trainings have had a good turnout and received positive feedback from our volunteer team.

- Nancy Kleinrock, Project Literacy's citizenship trainer and teacher had been advocating for a learner of ours who passed his citizenship interview and process but was put on 'indefinite hold' because he's from a country that was recently put on a list that stopped anyone from becoming a citizen. Nancy reached out to state senators and even brought her learner to their offices. Because of her persistence, he was given a date to take his oath this September. This is a reminder of the difference these programs, and volunteers and teachers, make in people's everyday lives. This is a particularly meaningful success story!
- All classes begin the week of September 14th. Janet and Jacky are finalizing the books, sharing resources, training new teachers, reviewing schedules, booking Assabet rooms, and contacting students so we can successfully return learners to classrooms.
- Janet met with the Friends of Project Literacy Board. They talked about ways to use money to help the mission of the Board- focusing on education and its resources. They also talked about community outreach efforts and events like the Faire of the Square in September. In addition, Project Literacy's 40th Anniversary is coming in 2027. Janet asked the Board if they were interested in planning an event to celebrate and raise funds for and awareness of the program.
- Project Literacy held their first teacher staff meeting of the academic year. They introduced the new teachers to the teaching team and reviewed new resources.

Facilities/IT

- All annual maintenance for the bookmobile has been completed as of July 24. Kirsten worked with the Mercedes Benz dealership and Theresa to get maintenance completed and to use the City credit card to pay for the service.
- An alarm issue caused a delayed opening on July 14.
- We are working with Department of Public Buildings to plan the demolition of the current circulation desk in October.
- We have been working with IT to plan for the installation of cameras.
- We have discovered a leak in the book drop room off the side of the café. This is likely due to water seeping in through the stones on the front face of the building during rain storms. So far, no solution has been offered but we are working to repair the interior water damage.
- There are lights needing to be replaced throughout the building, some of which are due to an issue with the ballast. We are working with the Department of Public Buildings to get that done but they have been extremely busy with the school opening.
- We are having a sanitation issue near the front book drop- people are using the area as a restroom. There is a porta-potty nearby which we have posted about in that area, but the issue seems to be getting worse.

Personnel

- Jason Campbell began his role as our new children's librarian on September 2.
- Jamie will return to work the last week of September.
- Abbi and Mecaria will be joining the team as a substitutes.

Library Director Evaluation—Compiled Evaluation September 2026

The Watertown Free Public Library will conduct a formal, written evaluation of the Library Director's performance at the end of each fiscal year. The evaluation will take into account the self-evaluation the Library Director will submit to the Board at least a month in advance of the scheduled evaluation.

The Purposes of the Performance Evaluation:

- To provide the Director with a clear understanding of the Board's expectations.
- To ensure that the Director and the Board understand how well the expectations are being met.
- To serve as a formal vehicle of communication between the Board and Director.
- To demonstrate sound management practices and accountability to Town officials and the community.

Definition of Ratings:

4. Outstanding
3. Effective
2. Needs Improvement
1. Unacceptable/Needs Substantial Improvement
- N. No Opportunity to Observe

Evaluation:

Please rate the Director's performance in the following areas using the scale given above. Please also provide comments at the end of each section specifying areas of particular strength or weakness.

1. Planning – Long and Short Term

- Establishes strategic goals for the operation and programming of the library, articulating the library's role in serving the people of the Watertown Community and the wider community of patrons.
- Oversees a five-year, long-term planning process with input from Trustees and the public.
- Looks ahead, staying abreast of community changes and new ideas and best practices in the library world.
- Implements short and long-term objectives on an ongoing basis and reports significant changes and accomplishments to Trustees.

Rating: 4 (All six trustees gave a rating of 4—outstanding)

Comments:

Trustee 1: Director Long has done an exemplary job of working with staff, the community, and the board to establish strategic goals for the library and condensing them down into a comprehensive yet approachable format. She has accomplished or made significant progress on all of the FY strategic goals while keeping long term goals in mind. She has done an excellent job engaging the public and the library staff to solidify goals that are important to the community and that will make the library a more inclusive and accessible place. Director Long also does an excellent job at pivoting when unexpected circumstances become priorities while communicating the goals to the trustees and keeping us abreast of accomplishments.

Trustee 2: Kim consistently translates strategic vision into clear, actionable progress. She successfully drove the FY26 Action Plan to completion—introducing vital initiatives like the Citizenship Corner, the Braille collection, and staff-empowerment frameworks—while adding 82 staff hours despite tight economic conditions. Her agility in balancing long-term infrastructure planning (such as the lobby redesign and Hatch Makerspace move) with unexpected daily disruptions demonstrates exceptional foresight and adaptability.

Trustee 3: Kim made meaningful progress on every item in the FY26 Action Plan, and did so by bringing staff into both the execution of those items and the design of the FY27 plan. She has added 82 hours of staff time and multiple position upgrades in under three years in a tight budget climate, a direct result of her ability to articulate short-term needs and long-term goals to City stakeholders. She balances ambitious planning with the flexibility to reprioritize when emergencies arise, and keeps the Board informed when she does.

Trustee 4: Director Long continues to impress me with her vision for the library and her leadership in implementing the goals set forth in our Strategic Plan. She is a constant advocate for increased resources for the library, both in additional staffing and in needed updates to the building and collections. She is responsive to day-to-day needs and can pivot to change course when circumstances require it, always keeping trustees, staff and the community updated.

Trustee 5: Throughout this evaluation period, Director Long has demonstrated strong strategic leadership by balancing long-term vision with responsiveness to the evolving needs of the Watertown community. Director Long consistently seeks and incorporates community feedback when shaping Library services and programs. For example, Director Long has been attentive to feedback from families about children's programming schedules and the importance of offering programs at times that are more accessible for working parents, demonstrating a commitment to making Library services inclusive and responsive.

As a new Trustee, I have especially appreciated how accessible and receptive Director Long has been in discussing emerging community needs and new ideas, while helping connect those conversations to the Library's broader strategic goals. Director Long keeps the Board informed of progress, accomplishments, and future opportunities, demonstrating thoughtful planning and a commitment to ensuring the Library continues to evolve with the community it serves.

Trustee 6: Kim keeps long-term and shorter-term goals in mind throughout the year, and consistently references how new tasks and projects fit in with these goals. She checks in with Trustees regularly to confirm both that the library is still on track, and that its goals remain valid and appropriate.

She is knowledgeable about both the community and the library world, and is responsive to changes in both.

I am guessing Kim already does this, but I would like to know more about how long and short term goals are communicated to staff, and whether the library staff has similar check-ins related to these goals.

2. Fiscal Management

- Develops annual budget in a timely fashion for review by Trustees, the Town Manager, and the Town Council.
- Administers budget to ensure cost efficiency and controls expenditures to stay within appropriation levels.
- Allocates funds appropriately and effectively and maintains reserves for unanticipated contingencies.
- Prepares monthly summaries of library budget and expenditures.
- Explores and proposes to the Board new potential sources of funding for programs and services.
- Ensures that all reporting and legal requirements of the library are met in a timely manner.
- **Rating: 4 (all six trustees gave a rating of 4—outstanding)**
- **Comments:**

Trustee 1: Director Long has overseen the budget and kept everything running in line with previous years. She ensured that any unexpected costs were managed and made sure that all necessary costs were covered. She has done an excellent job at advocating for the library's budget with the City Manager and overseeing the entire budget process.

Trustee 2: Kim manages library finances with outstanding stewardship and skill, spending 100% of the FY26 expense budget effectively without overages. She excels at blending operating funds with targeted grants (such as from the Watertown Community Foundation and Marshall Home Fund) and successfully advocated to bring previously grant-funded roles, like paid student internships, into the permanent budget. Her fiscal decisions reflect strong municipal alignment, transparency, and deep accountability to taxpayers.

Trustee 3: Kim manages the library's finances with care and transparency, spending 100% of the FY26 expense budget while sustaining and expanding services. She exercises sound judgment about which funding source fits which need, whether the operating budget, grants, State Aid, or Special Gifts, and secured grants this year from the Watertown Community Foundation and the Marshall Home Fund. Moving previously grant-funded student internships into the operating budget reflects good long-range thinking as outside funding becomes less reliable.

Trustee 4: The FY26 budget was adeptly administered, with expenditures staying within the appropriated budget. Director Long is an effective advocate for the library in the city's annual budgeting process and in seeking grant funds. Her FY27 budget proposal reflected input from staff and trustees as well as community members' priorities expressed during last year's strategic planning process. She successfully advocated for additional city funding to add staff hours at Hatch and in Reference. She also shifted resources to ensure a children's weeknight story time and Saturday children's program.

Trustee 5: I am rating Director Long Outstanding (4/4) for Fiscal Management. Throughout this evaluation period, Director Long has demonstrated strong fiscal stewardship by providing the Board with timely, transparent financial reports and carefully managing the Library's budget. Director Long successfully developed the FY27 budget, guided it through the City's budget process, and proactively secured and managed grants and other external funding to expand library programs and services. These efforts reflect sound financial planning, accountability, and a commitment to maximizing resources in support of the Library's mission

Trustee 6: Kim met with the City Manager to prepare the library's budget, which was approved in full. The budget was spent down with precision at the end of the year. I am not aware of any library budgeting needs being unmet. Kim was transparent about routine changes in budget allocations that happened during the year, and patiently answered my questions about budget line items.

I do not have knowledge of whether she ensures that all reporting and legal requirements are met in a timely manner, but do know that she consults with the City Manager and the City Attorney as needed.

3. Facilities Management

- Is responsible for the proper upkeep and utilization of the Library's physical plant.
- Monitors Library facilities and recommends repairs, improvements, and additions to Trustees and appropriate Town authorities.
- Prioritizes library facilities projects and makes funding recommendations to the Town Manager.
- **Rating: 4 (all six trustees gave a rating of 4—outstanding)**
- **Comments:**

Trustee 1: Director Long has had quite a few facilities challenges to deal with this year (HVAC, floods, etc.) and has managed them with thoughtful care and consideration to the community and library as a whole. She has advocated for changes to the library in line with our long-term plans (lobby/entry furniture). Director Long has ensured that the library facilities have remained a comfortable and safe space for all.

Trustee 2: Kim handles facility operations with remarkable efficiency and initiative. She successfully navigated major unexpected capital emergencies—including chimney repairs and roof chiller replacements—while keeping broader building upgrades on track. From partnering with City IT on system modernizations to tastefully refreshing patron and staff spaces within budget, Kim ensures our physical infrastructure directly supports our service goals.

Trustee 3: Kim's advocacy secured the emergency chimney repairs and the HVAC chiller replacement within the fiscal year rather than deferring them. She looks ahead to what will need attention next, such as recarpeting the lobby and entry areas, and coordinates effectively with City departments and IT on

infrastructure work. She also finds economical solutions to persistent problems, such as the Local History storage cabinets, while staying on budget.

Trustee 4: Director Long is attentive to maintenance and improvements to the library building. She oversaw emergency repairs to the chimneys and HVAC system this year, as well as upgrades to the building's IT infrastructure. She is actively planning for lobby redesign and carpet replacement. She also worked with library staff to enhance library signage, providing patrons with better wayfinding throughout the building.

Trustee 5: Throughout this evaluation period, Director Long has demonstrated strong stewardship of the Library's physical spaces by proactively identifying opportunities for improvement and ensuring that the building remains safe, welcoming, and accessible for the community. A great example is the work to reimagine the hallway space to make it more accessible, inviting, and better aligned with the Library's role as a welcoming community gathering place. Director Long has also effectively communicated facility needs and priorities to the Board and collaborated with Town partners to advance improvements while balancing immediate needs with long-term planning.

Trustee 6: Kim is aware and on top of the maintenance and usage of the building and grounds. The historic part of the library is a challenge, and the library itself has not been significantly renovated for years. But despite this, and despite the heavy usage of the physical space, the library has generally stayed open, available, and operating well throughout the year. Kim prioritizes the different facilities needs, and works with the City to find appropriate means of funding each one in a timely manner. She keeps the Trustees up to date on new developments and changes in facilities plans.

4. Programs and Collection Development

- Implements collection development policies and recommends updates to Trustees when necessary.
- Assures that the collection is current and reflects community needs and interests.
- Coordinates purchases to reflect community demand for various formats based on circulation statistics and patron feedback.
- Encourages creativity in programming for every age level and welcomes recommendations from the public.
- Keeps records of community participation and response to past and present programs.
- **Rating: 4 (Five of the trustees gave a rating of 4-Outstanding; one responded N-No opportunity to observe)**
- **Comments:**

Trustee 1: Under Director Long's direction, attendance at library programs has continued to grow. Programs cover a multitude of interests and are accessible to all. Additionally, she has ensured that the library is present at community events, outreach that is invaluable to community members. She has exceeded expectations in encouraging staff to create programs, with her attendance at community events, and in ensuring a wide variety of programs. Director Long also oversaw the transition to a new method of ordering materials, and made positive changes to borrowing policies.

Trustee 2: Kim continues to elevate our programming and collections to reflect the full breadth of Watertown's community. Highlights this year include expanding Pride (over 1,000 attendees), growing ZineFest, establishing the Teen Advisory Board, launching a Braille collection, and expanding Children's

programming. She streamlined internal ordering workflows to free up staff time for public engagement, striking a brilliant balance between high-profile civic events and grass-roots, staff-led offerings.

Trustee 3: Programming has grown noticeably in range and reach under Kim's direction, from the Spanish Language Book Club and Club de Lectura to the Yo-Yo Ma livestream, the expansion of ZineFest, and One Book, One Watertown with Angie Cruz. She creates room for staff at every level to propose and lead programs, which has produced genuinely creative work and stronger collaboration across departments. The new braille collection developed with Perkins and the establishment of a Teen Advisory Board are good examples of her identifying gaps and filling them.

Trustee 4: Under Director Long's leadership, the library has expanded collections, improved the cataloguing system and diversified programs. Her attention to detail in improving the library's ordering and book processing has resulted in significant increases in efficiency. When a major publisher ceased operating, staff was able to pivot to a new publisher on very short notice. Director Long has encouraged staff to try out new programs and expand access to existing programs. Director Long upheld the principles set forth in the library's collection development policy when responding to patron concerns about the summer reading list last year.

Trustee 5: Throughout this evaluation period, Director Long has demonstrated strong leadership in ensuring that the Library's collections and programs remain responsive to the evolving needs and interests of the Watertown community. Director Long has supported a wide range of programming across age groups and communities, including initiatives such as Project Literacy, Watertown Pride, and other community-focused programs that promote learning, connection, and inclusion. Director Long also regularly shares program outcomes, participation data, and community feedback with the Board, helping demonstrate the impact of these efforts. I appreciate Director Long's commitment to keeping the Library's collections current, encouraging staff creativity, and creating opportunities for the community to engage with the Library in meaningful ways.

Trustee 6: Kim did review and update the collection development policies with the Trustees, and does encourage creativity in programming for different age levels.

My impression is that the collection is current and reflects community needs and interests, and the monthly reports that Kim delivers to the Trustees indicate that she is monitoring participation and response to programs, but I am not sure I have learned enough about our collection development practices to be able to effectively evaluate her on this.

5. Personnel Management and Development

- Formulates and implements a comprehensive personnel plan that effectively utilizes library staff to deliver its programs and services.
- Oversees staff orientation, training, and development.
- Delegates authority and efficiently organizes the work of personnel.
- Supports and inspires staff to do their best work by providing necessary resources, encouragement, and appreciation.
- Encourages and assists staff seeking professional training and development.
- Emphasizes equal opportunity employment and affirmative action hiring practices.

- **Rating: 4 (all six trustees gave a rating of 4-outstanding)**
- **Comments:**

Trustee 1: Director Long is an exceptional manager. She takes the time to engage with staff to identify and solve issues, she negotiated a union contract, and has enacted cross-training of staff to ensure a positive user experience. It is clear that Director Long truly cares about her staff and seeks to nurture staff members and empower them to be their best for the library patrons. She has worked closely with department heads and has made multiple exceptional hires this year. One program of note is the “no log” that she enacted, to better identify barriers to service for patrons.

Trustee 2: Kim has cultivated a thriving, high-trust organizational culture. She strategically restructured administrative roles (including launching the Outreach and Engagement Department), negotiated a highly favorable union contract, and fostered cross-departmental collaboration through new staff-led teams. Her commitment to staff growth, evidenced by prioritizing employee conference attendance, structured cross-training, and language-skill hiring, has made WFPL widely recognized as an outstanding place to work.

Trustee 3: Kim invests seriously in her staff. She upgraded the office manager and communications positions to reflect their actual scope, created the Outreach and Engagement Department, and negotiated a contract that added paid parental leave and a stipend for language proficiency. Her emphasis on cross-training and a codified onboarding process strengthens the organization and saves money when we are short-staffed. Transferring her own PLA registration to a staff member is characteristic of how she leads.

Trustee 4: Director Long is an attentive leader who encourages staff to do their best work. She has supported individual staff members by advocating for reclassifications and promotions where appropriate. She encourages staff to attend trainings and conferences and organizes two staff days per year for all permanent staff to gather for discussion, learning and team-building. Director Long has also implemented cross-training across all departments so that all staff members have knowledge and experience in multiple service areas which is helpful in covering for absences and leaves. She is committed to diverse hiring and prioritizes language skills when hiring new employees.

Trustee 5: Throughout this evaluation period, Director Long has demonstrated strong leadership in recruiting, developing, and supporting Library staff. Director Long has implemented thoughtful approaches to staff development, including cross-training opportunities that strengthen collaboration, flexibility, and continuity of service across the Library. The Board has been kept informed about staffing changes, hiring efforts, and professional development initiatives, while library services have remained strong during periods of transition. I also appreciate Director Long's commitment to recognizing staff contributions and fostering a supportive, inclusive workplace culture where employees are empowered to do their best work.

Trustee 6: Working with staff is one of Kim's strengths. She works hard to develop each person's knowledge and talents, find ways for them to pursue projects that both interest them and meet the needs of the community, and empower them to do their best work on behalf of the library. She looks for professional development opportunities for individuals and for the entire staff, including opportunities that will keep them up to date on best practices. She also encourages staff to share knowledge about their initiatives by teaching other libraries – for example, Watertown library staff has educated other libraries about the Bookmobile, Zinefest, and craft supply swap. At Trustee meetings, I'm impressed by how Kim makes an effort to give each person credit for their work, making sure each staff member is named and appreciated.

6. Board Relations

- Attends all Board of Trustees meetings, creates agendas, and provides a report on current working of library and issues of note.
- Supports and implements board decisions in a timely manner.
- Seeks and accepts ideas and suggestions from the Board, including constructive criticism.
- Informs the Board of proposed changes in personnel policies and revisions to the library's organizational chart.
- Prior to the start of contract negotiations, initiates a meeting with the Town bargaining agent to hear Trustees' concerns and perspectives.
- **Rating: 4 (all six trustees gave a rating of 4—outstanding)**
- **Comments:**

Trustee 1: Director Long is an exceptional communicator and always keeps the board abreast of what is happening at the library. Her monthly Director's Reports are lengthy and as a board member, I always feel as though I have a thorough understanding of what is going on at the library. Additionally, Director Long is always available to board members, happy to discuss issues or questions at any time.

Trustee 2: The Board deeply values Kim's collaborative, transparent, and proactive communication style. She keeps Trustees consistently informed, expertly onboarded new Board members, and worked closely with us to update key operating policies (including borrowing, meeting rooms, and collection development). Her candid approach regarding institutional limitations and genuine respect for diverse viewpoints make her an exemplary partner to the Board.

Trustee 3: Kim is consistently available, responsive, and candid with Trustees. She keeps the Board well informed through her monthly reports and regular contact with the Chair, and she invested real time in meeting with candidates and orienting our two new Trustees. She brings policy revisions to us thoughtfully, with department head input already gathered, and she is honest about limitations rather than telling the Board what it would like to hear.

Trustee 4: Director Long seeks board members' opinions and listens to their concerns. She apprises the board of any policy, budget or community issues that arise during the year. Her monthly director's reports are very informative and she ensures that the board is aware of library events, advocacy needs and professional development opportunities.

Trustee 5: Throughout this evaluation period, Director Long has demonstrated strong communication, transparency, and collaboration with the Board. Director Long consistently provides timely updates, thorough reports, and thoughtful context on Library operations, initiatives, and issues requiring Trustee attention, allowing the Board to make informed decisions. As a new Trustee, I have especially appreciated Director Long's accessibility, openness to questions and feedback, and willingness to provide background information to help me better understand the Library's operations and governance responsibilities. Director Long welcomes ideas and suggestions from Trustees while maintaining a collaborative relationship that supports effective decision-making and implementation of Board priorities.

Trustee 6: Kim works hard at keeping the Trustees informed, and getting our input on important decisions and personnel issues. Her monthly director's report is always detailed, timely, and relevant. She is open to discussing even contentious issues, and draws on her extensive library experience and her participation in the larger library community to provide important context about best practices. I have

noticed that for important issues, she will make sure she has a conversation with every Trustee, and will end the conversation by asking if we have any concerns that she has not yet addressed.

7. Community Relations

- Provides staffing to ensure proactive and timely communications about library programs and resources.
- Reviews and utilizes best technologies for communications
- Ensures that the library refers all public requests to the appropriate staff for response.
- Ensures library outreach to and advocacy with community groups, elected officials, Watertown Schools, and relevant foundations and professional organizations.
- **Rating: 4 (five trustees gave a rating of 4-Outstanding; one trustee responded N—no opportunity to observe)**
- **Comments:**

Trustee 1: I am constantly in awe of Director Long’s commitment to the community. She attends so many community events outside of business hours and truly takes her role as an ambassador for the library seriously. She has done press (WGBH interview) and has spoken at Harvard. She attends many library programs and even spoke at the Massachusetts State House. Director Long oversaw the relocation of the Watertown Community Fridge onto library property to ensure that there is increased food security in the community. Director Long is exemplary at community engagement and truly cares about Watertown.

Trustee 2: Kim is an extraordinary advocate for WFPL at the local, state, and national levels. She spearheaded impactful civic and social-equity initiatives—such as integrating the Community Fridge, weekend food programs, and hygiene stations—while testifying at the Statehouse for intellectual freedom legislation and joining national library delegations in DC. During public challenges, Kim remains remarkably composed, steadfastly defending library policies, protecting staff, and maintaining respectful, diplomatic community dialogue. She has also expertly navigated challenging situations when controversial political topics impacted the library. Because the library champions intellectual freedom through diverse programs and collections, Kim has thoughtfully engaged with community members holding strong, opposing views, always keeping the library’s core mission at the forefront.

Trustee 3: Kim has become a genuine ambassador for the library locally, at the State House, and nationally, speaking at the Harvard Kennedy School, being interviewed by WGBH, testifying in support of the free expression legislation, and representing Massachusetts libraries in Washington. Closer to home she saw needs and met them, including the relocation of the Community Fridge, the Saturday bagel distribution, community food drives, and the hygiene station. Her handling of the public challenge to the summer reading list was principled and steady; she upheld our policies and protected staff while continuing to build bridges with the residents who raised the concern.

Trustee 4: Director Long is focused on outreach to the community. She attended many community events in and outside of the library and fostered community involvement for staff members. She has strong ties with city administration, staff and elected leaders and has become a well-respected leader in the community. She and her team organized events that enhanced community—such as the Pride celebration, two World Cup soccer events, and a Yo-yo Ma live stream concert. In addition, she oversaw the relocation of the Watertown Community Fridge to its new space behind the library. Director Long listens and responds to community concerns and inquiries, explaining library policies and procedures when

needed. Last summer and in the months afterward, she maintained a steady professional demeanor in her communications regarding the K-5 recommended reading list. Director Long defended the library's policies well—upholding our commitment to intellectual freedom while maintaining open and respectful dialogue with the patrons who had expressed their concerns.

Trustee 5: Throughout this evaluation period, Director Long has demonstrated a strong commitment to positioning the Library as a welcoming and connected community hub. Director Long has fostered meaningful partnerships with local organizations and community groups, including the Chinese American Association of Watertown, World in Watertown, MassArt, and local businesses such as Osome Cafe, creating opportunities for collaboration, cultural engagement, and expanded community access to Library programs and resources. Director Long has also supported proactive communication about Library services and ensured that community feedback and needs are incorporated into outreach and programming decisions. I appreciate Director Long's ability to build trust across different parts of the community and strengthen the Library's role as a place where residents can connect, learn, and engage with one another.

Trustee 6: My impression is that Kim does a good job with all these items, but I don't feel I have enough knowledge yet to answer these questions.

I do want to point out that Kim, in my opinion, did an exceptional job handling an extremely stressful situation with public opposition to the summer reading lists. She weathered personal attacks with grace, even though she should not have to do that as part of her job. She remained open and respectful even when people confronted her, some aggressively. She communicated her concerns to City officials and schools in a way that I thought appropriately documented the unfolding situation while remaining factual and grounded in library practices.

8. Management Style

- Director's high principles and professional conduct set an example for staff.
- Maintains rapport and productive relationships with department heads and staff.
- Handles differences openly, candidly, and constructively.
- Maintains collegial atmosphere in which an open exchange of idea is easy.
- Seeks input from others.
- Accepts personal responsibility for decisions.
- Gives credit to staff for their input and contributions.
- **Rating: 4 (five trustees gave a rating of 4-Outstanding; one trustee responded N—no opportunity to observe)**
- **Comments:**

Trustee 1: Director Long is an exemplary manager. She takes the time to listen to her staff. Throughout the year she has encouraged them to use their interests and skills to create programs for the library, fostering a sense of ownership over their projects. While being a highly effective manager and setting a clear tone at the library, she does not put herself above her staff and is an effective collaborator. Additionally, when reporting to the board, Director Long always gives credit to staff members for their accomplishments.

Trustee 2: Kim leads with integrity, composure, and a genuinely collaborative spirit. She empowers her team, takes direct accountability when challenges arise, and consistently highlights her staff's achievements. Her commitment to ongoing personal development—demonstrated by completing municipal leadership coursework and earning a spot in the MMA Suffolk program translates directly into a high-performing, service-driven workplace.

Trustee 3: Kim sets a high standard of professional conduct and holds to it under pressure, including in difficult conversations. She empowers staff to make decisions in the moment, shapes ideas alongside them rather than dictating, and is quick to give credit where it belongs. Completing the eleven-week Effective Leadership Development course and being accepted into the MMA Suffolk Program in Public Administration reflect a real and continuing commitment to her own growth as a leader.

Trustee 4: Director Long is an excellent manager. She is supportive of staff and has successfully advocated this year for reclassification and promotion of two long-serving staff members. She seeks staff input and gives credit to individuals for their ideas, accomplishments and contributions. She has delegated significant tasks to department heads, particularly in the area of strategic planning, and she encourages collaboration from all departments in library initiatives like One Book, One Watertown, the Pride celebration and Zinefest.

Trustee 5: Throughout this evaluation period, Director Long has demonstrated a thoughtful, collaborative, and professional leadership style that fosters trust and respect among staff, Trustees, and community members. Director Long actively seeks input, welcomes different perspectives, and creates an environment where ideas and constructive feedback can be shared openly.

I especially appreciate how Director Long has navigated challenging situations with professionalism, transparency, and a commitment to constructive dialogue. During the aftermath of concerns raised around the summer reading list, Director Long demonstrated the ability to listen to community feedback, support staff, communicate thoughtfully with stakeholders, and work through differences while maintaining the Library's values and mission.

As a new Trustee, I have also appreciated Director Long's accessibility, openness to candid conversations, and willingness to provide context and background to help me better understand complex issues. Director Long consistently recognizes staff contributions, gives credit to others, and approaches decisions with accountability and care, helping foster a positive and collaborative organizational culture.

Trustee 6: As noted in the personal section above, I think Kim does an exceptional job of encouraging, training, and empowering staff, and giving them credit for their input and contributions. I do not know enough yet about whether staff members feel comfortable approaching her about ideas and differences.

9. Action Plan and Goals

- Completes action plan in October for the following fiscal year.
- Begins implementation of action plan on July 1.
- Submits a mid-year report in December.
- Notifies Trustees of problems that may arise with any goal.
- Submits a final report on goals in the eleventh month of the fiscal year.
- **Rating: 4 (five trustees gave a rating of 4-Outstanding; one trustee responded N—no opportunity to observe)**

- **Comments:**

Trustee 1: Director Long made exceptional progress on all of the 2026 Action Plan items. Most items were completed, with a few ongoing items. I was thoroughly impressed by both the completion of tasks, but also the forethought that went into creating an Action Plan that was both ambitious and attainable.

Trustee 2: Kim successfully executed the FY26 Action Plan, ensuring every goal was meaningfully addressed, completed, or seamlessly integrated into long-term operations. Her regular monthly reporting kept the Board well-aligned with progress, and her approach to delegating specific action items effectively strengthened teamwork and leadership capacity across all department heads.

Trustee 3: Meaningful progress was made on every item in the FY26 Action Plan, with most completed and none neglected. Kim reported on progress through her monthly Director's reports and raised issues with the Board as they arose. Delegating items to department heads and specialists gave them genuine ownership and strengthened collaboration across departments.

Trustee 4: Significant progress was made on the 2026 Action Plan and the 2027 Plan was finalized with input from library staff and trustees. Director Long keeps trustees updated on progress throughout the year in her monthly directors' reports and at trustee meetings.

Trustee 5: Throughout this evaluation period, Director Long has demonstrated strong goal-setting, implementation, and communication with the Board. Director Long developed and shared the Library's action plan, provided regular updates on progress and accomplishments, and kept Trustees informed of challenges, opportunities, and areas requiring continued attention.

Director Long has effectively translated goals into action through initiatives such as improving accessibility of Library services and spaces, including plans to make the hallway more welcoming and accessible; responding to community feedback to make children's programming more accessible for working families; strengthening community partnerships; and continuing to expand impactful programs such as Project Literacy and Race Reels. Director Long consistently demonstrates the ability to adapt goals based on community needs while maintaining focus on the Library's strategic priorities. I appreciate Director Long's transparency, accountability, and commitment to keeping the Board engaged throughout the process.

Trustee 6: These all refer to actions that take place in the latter part of the year, and I have only been on the Board of Trustees since January.

Borrowing & Returning Policy

You must have a library card to check out materials at the Watertown Free Public Library. If you do not have your library card present when picking up materials, staff can accept a driver's license, state ID, passport, or the email notification that a hold is ready. Patrons are expected to use their assigned card.

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Loan Periods

Loan Periods at the Watertown Free Public Library are:

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6-week loan, requestable, no renewals

- Book Club Kits

3-week loan, requestable, 2 renewals:

- New and regular books, DVDs, audiobooks, and music CDs
- Magazines, video games, eReader/tablets
- Chromebooks, hotspots, and Library of Things materials (Watertown pick up and return only)

2-week loan, NO requests, NO renewals:

- Express collections (books, DVDs, audiobooks, and music CDs)

2-hour In-Library Use loan, NO requests, renewals may be possible:

- Laptops, headphones, mice, phone chargers, and bike locks

2-month loan, requestable, 2 renewals

- Project Literacy Materials

~~The Watertown Free Public Library assumes no responsibility for damage to equipment.~~

Lost & Damaged Materials

Patrons will be charged for lost or damaged items according to the list price of the item, or the generic price entered in the bibliographic record. ~~Patrons may also replace a lost or damaged item with an identical copy.~~

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Overdue Fines

The Watertown Free Public Library ~~no longer does not~~ charges overdue fines. Materials more than 28 days overdue will be billed to the patron's account. If the total amount of billed items exceeds \$100, the patron will be blocked from checking out additional materials until the billed items are either returned or paid for. When billed materials are returned, the replacement fee will be waived.

Renewals

Eligible items will be automatically renewed two days before the due date. Materials may also be renewed in person, by telephone, or online. Materials that are reserved for another patron may not be renewed. For telephone renewals, either the library card number or the item number of the item is required.

Returns

Materials may be returned to the Circulation Desk or Children's Room when the Library is open.

Book drops are located in the front and rear of the Library. There is a drive up book drop on Thaxter Street between the Library and ~~Town~~-City Hall. Also, there are five remote drops throughout town: at Watertown Middle School on Bemis and Waverly Streets, Hosmer Elementary School on Boylston Street, Filippello Park on Arlington Street, Lexington Gardens (11 Philip Darch Road), and Arsenal Yards at the corner of Forge Road and Arsenal Yards Boulevard.

Drops are emptied on weekdays.

Materials from other MLN libraries may be returned to the Watertown Free Public Library where they will be checked in. Overdue fines on materials from other MLN libraries will be charged according to Watertown's policy.

Updated September 2026



TO: Library Trustees
FROM: Kim Long, Library Director
DATE: September 8, 2026
RE: Closure Request for October 13

This memo is to request approval to close to the public on October 13 for the demolition of the current circulation desk and installation of a new circulation desk. A crew would be working on Sunday evening, Monday, and Tuesday to demolish the current desk and restore the area for opening on Wednesday. The Public Buildings Department Directors have consulted and recommended the length of time required for closure.

We are looking to utilize an existing holiday to cut down on the disruption to patrons. Additionally, instead of scheduling a separate Staff Day closure, we would conduct those activities offsite on Tuesday, October 13 while the finishing touches are being put on the lobby desk area.

Thank you for your consideration.

Security Camera Policy

Purpose

The Watertown Free Public Library (“WFPL”) strives to maintain a welcoming, safe, and secure environment for its users, staff, and property while protecting individual privacy rights. To support this effort, video cameras are installed in certain public areas of the Library. Notices are posted at Library entrances informing the public and staff that cameras are in use. Cameras are not installed for the purpose of surveillance of staff or patrons, but to discourage violations of the Library’s Code of Conduct and criminal behavior.

Scope and Privacy Considerations

Security cameras may be used in any public areas of the Library’s interior or exterior premises or grounds where individuals lack a reasonable expectation of privacy. Locations where an individual has a reasonable expectation of privacy shall include restrooms, rooms reserved for lactation, etc. Cameras will not be placed in areas marked “Staff Only.”

Recordings will be video only; no audio will be transmitted or recorded. Data is not used to identify the activities of individual Library patrons except as viewed in relation to suspected criminal activity, suspected violation of the Library’s policies, or incidents where there is a reasonable basis to believe a claim may be made against the Library.

Cameras will not be continuously monitored. Therefore, the public and staff should take appropriate precautions for their safety and for the security of their personal property.

Access and Disclosure

Cameras are not installed with the intention of capturing the routine work of staff, except as it relates to safety and security, theft or property loss, enforcement of WFPL and workplace rules, or other legitimate business interests when there is a reasonable suspicion or complaint.

The Director oversees the security camera system, including installation, maintenance, access, and disclosure decisions. Only the Director and those expressly designated by the Director are authorized to access or review any part of the security camera system or make disclosure decisions. The Director will grant temporary access to IT staff solely for the purpose of technical support.

Designated staff, in the course of their normal duties, may be allowed access to the camera system with the Director's authorization. Live camera feeds are to be viewed by authorized staff only.

WFPL will only use information collected from the cameras for authorized purposes. Collected information shall not be used for discriminatory purposes including but not limited to any protected status under state or federal law, including race, ethnicity, political opinions, religious or philosophical beliefs, trade union membership, gender, gender identity, disability status, and/or sexual orientation.

Confidentiality and privacy interests limit the general public from viewing security camera footage that contains patron information protected by state law. If the library receives a request from the general public for security camera footage, they will be directed to file a public records request with the City Clerk for review in accordance with the Public Records Law and its applicable exemptions, or otherwise obtain a court order.

Retention and Disposal

Recorded data will be stored digitally for no more than 30 days unless flagged for investigation, legal review, or administrative purposes. Recordings identified as evidence or relevant to an incident will be preserved until the matter is fully resolved. After the retention period, provided no further preservation is necessary, recordings will be deleted.

Approved by Trustees **DATE**

DRAFT



TO: Library Trustees
FROM: Kim Long, Library Director
DATE: September 10, 2026
RE: Art Donation

This memo is regarding the potential acceptance of a donation from artist [Anjing He](#). He is currently a WFPL Project Literacy student.

The painting will be available at the Trustees Meeting for review. Our Collection Policy for Art and Sculpture is attached. Included here is a description of the artist from his website:

Anjing He is an Associate Professor at the University of Science and Technology Beijing, and a Visiting Scholar at Harvard FAS CAMLab. He holds a Ph.D. in Fine Arts from the Central Academy of Fine Arts and was a Postdoctoral Fellow at the Institute of World Religions, Chinese Academy of Social Sciences. His research and artistic practice engage with Chinese and Western philosophy, particularly aesthetics, material culture, and the relationship between art and lived experience. He is a member of the China Artists Association.

COLLECTION POLICY FOR ART AND SCULPTURE

An offer of a gift of tangible property may be accepted initially and conditionally on behalf of the Board of Trustees of the Watertown Public Library with the understanding that the following rules shall ordinarily govern:

1. The acceptance of such gifts shall not involve significant additional expense for their present or future use, display maintenance, or administration unless such expenses are covered by funds provided for this purpose.
2. No conditions may be imposed, relating to any gift after its acceptance.
3. Tangible gifts shall be judged on the same basis as those purchased.
4. Such gifts shall be of aesthetic and/or historical interest or artistic representations of the world of knowledge.
5. Whenever possible, the terms of gift of any object or collection should be an absolute transfer.
6. This policy shall apply to all such items in the collection of the Watertown Free Public Library. Items may be deaccessioned in a manner consistent with the laws of the Commonwealth of Massachusetts and the laws of the Town of Watertown at the direction of the Board of Trustees of the Watertown Free Public Library.

Acceptance in each case is to be determined by the Resolution of the Board of Trustees of the Watertown Free Public Library or by the Director of the Library pursuant to authority granted by the Board of Trustees.

All gifts will be gratefully acknowledged by the Board of Trustees but no monetary evaluation can be applied to tangible gifts by the Library.

Rev. 5/92