

**Watertown Free Public Library
TRUSTEES MEETING Minutes
Monday, November 8, 2021 at 7pm
Lucia Mastrangelo Meeting Room**

The public is invited to attend the meeting in the Lucia Mastrangelo Meeting Room or participate remotely via Zoom meeting ID 816 4998 3747 Password 127706. Members of the public may access the meeting through this link <https://us02web.zoom.us/j/81649983747?pwd=Q0Y2OFIYNm93VTAzY3ZvZm5BLzlNQOT09> or by dialing in at 929 205 6099 and entering the meeting ID and password. Members of the public attending this meeting virtually will be allowed to make comments if they wish to do so, during the portion of the hearing designated for public comment, by audio.

AGENDA

Present: WFPL Trustees: Leanne Hammonds, Chair, Sheppard Ferguson Vice Chair, Michael Hanlon, Treasurer, Teddy Kokoros, Secretary, Daniel Pritchard, Emily Izzo, WFPL Director Leone Cole, WFPL Assistant Director Caitlin Browne, Donald Bleech from the Red Leaf Cafe,

Call to Order 7:01

Secretary's Report

Minutes of October 6, 2021 Meeting

- A motion was made and unanimously passed to accept the October meeting minutes.

Public Forum:

Red Leaf Café Update:

- Mr. Bleech reported that the reopening has been slow initially but has been slowly picking up over the course of the past couple months since reopening.
- Mr. Bleech also reported that he reduced the size of the menu to maintain quality and has upgraded the menu adding more vegan and gluten free options.
- Some small repairs were needed due to the cafe being closed for so long due to COVID-19.
- Mr Bleech said customers seem happy that The Red Leaf Café is back and that he has seen many familiar faces who were regular customers before the pandemic.

Financial Report

FY22 Budget: In fiscal year 2022, The Watertown Library has spent 43.8 percent of the budget. Director Cole also reported that The Watertown Library is fully staffed.

Griffen Fund: \$228,000 was the June balance. We hope to get an update on the balance next month.

Burke Fund Report: \$15,410 is the current balance

Hatch Financials: No new updates.

A motion was made and unanimously passed to accept the financial report as read.

Consideration and Action on Acceptance of Donations:

A motion was made and unanimously passed to accept this month's donations as listed in this month's packet.

Chair's Report

- No updates

Director's Report

Personnel Updates Including Introduction of New Employees

- New employees Danielle Szende, Marissa Monteiro, and Taylor Devlin introduced themselves.
- Two department heads will soon be going on parental leave.
- The Watertown Library hired a new custodian

Consideration and Action on the FY23 Action Plan

- A motion was made and unanimously passed to accept the FY23 Action Plan.

Various updates

- The lockers will be installed November 19th and then there will be a transition from curb side pick up to the locker system.
- There is a new contract in place with the vendor for the bookmobile with an estimate delivery time of the second quarter of 2022.
- The Collective Memory Project is currently in the planning stage.
- Director Cole announced her plan to retire from her position as The Director of The Watertown Library in March of 2022 after having served for more than 27 years as The Library Director.

Old Business: None

New Business:

- Trustee Emily Izzo was elected to Watertown City Council and has handed in her resignation to The Library Board of Trustees.

Requests for Information and Responses:

- None

Date of next meeting

December 1 at 7pm

Adjournment

A motion was made and unanimously passed to adjourn the meeting at 7:39pm