

CITY OF WATERTOWN
Board of Library Trustees Watertown Savings Bank Meeting Room
BOARD OF LIBRARY TRUSTEES MEETING WEDNESDAY, DECEMBER 1, 2021 AT 7:00 PM WATERTOWN
SAVINGS BANK MEETING Room
Meeting Minutes

Present: WFPL Trustees: Leanne Hammonds, Chair, Sheppard Ferguson Vice Chair, Michael Hanlon, Treasurer, Teddy Kokoros, Secretary, Daniel Pritchard, WFPL Director Leone Cole, WFPL Assistant Director Caitlin Browne,

1. Call to Order: Meeting called to order at 7:01

2. Secretary's Report

A. Minutes of November 8, 2021 Meeting

A motion was made and unanimously passed to accept the November 8th meeting minutes as amended.

3. Public Forum: None

4. Red Leaf Café Update: No Updates

5. Financial Report

A. FY22 Budget: The Watertown Library has spent 49.5 percent of the yearly budget.

B. Burke Fund Report: \$14,000 is the current balance

C. HATCH Financials: No updates

A motion was made and unanimously passed to accept the Financial Report as read

D. Consideration and Action on Acceptance of Donations

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

6. Chair's Report

A. Trustee Vacancy:

- The Trustees will most likely fill the vacancy by appointment
- The City Council will vote at their next meeting on whether to fill the vacancy by appointment or special election.

B. Discussion of Proposed Change to Meeting Day:

- Chair Hammonds suggested that meetings be on the first Tuesday of the month in order to make it easier for Watertown Cable to record the meetings and Trustees all agreed that this was a good idea.

7. Director's Report

New Employee Introductions: Watertown Library Employees Darshana Merchant, Inés Gonzalez Romero, Robert Polinchak all introduced themselves to the Board of Trustees

A. Consideration and Action on a Change to the Meeting Room Policy:

- A motion was made and unanimously passed to accept the change to the Meeting Room Policy as written in this month's meeting packet.

B. Various Updates

- The locker installation had an issue, so it must be delayed until December 14th.
- Director Cole met with Watertown's Director of Public Buildings Jim Kane and discussed adding second boiler, fixing various leaks, and conducting a feasibility study related to Watertown Library expansion.
- Thanks to John Portz of the School Committee, The Watertown Library will add the historical School Committee meeting minutes to our history collection, and it will be digitized as well.

8. Old Business:

- None

9. New Business

A. Director Search

- We discussed the Watertown Library Director Search and Screening Committee process.
- Community Paradigm Associates is leading the Town Manager search and they have led Library searches for a Library Director for other City and Towns. Trustees expressed interest in contracting with them to assist with the Director Search.
- Chair Hammonds also mentioned she would reach out to the Massachusetts Board of Library Commissioners (MBLC) for guidance.

10. Requests for Information and Responses:

- None

11. Date of next meeting

January 4th

12. Adjournment

A motion was made to adjourn and unanimously passed at 8:14pm