



CITY OF WATERTOWN

Board of Library Trustees

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this public hearing of the Watertown Free Public Library Board of Trustees is being conducted via remote participation with public access provided as follows:

BOARD OF LIBRARY TRUSTEES MEETING WEDNESDAY, JANUARY 12, 2022 AT 5:00 PM MEETING MINUTES

ACCESS INFORMATION:

- A. The Public may join the virtual meeting online via Zoom:
<https://us02web.zoom.us/j/86868264312?pwd=SWQreTh4WXpYVjVBT1dPb0VVVmVadz09>
Meeting ID: 868 6826 4312
Passcode: 431291
- B. Public may join the virtual meeting audio only by phone: 929-205-6099 and enter Meeting ID 868 6826 4312 and Passcode 431291

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1. Call to Order at 5:01 PM meeting via remote participation (Zoom) and was recorded

Attendees: Chair Leanne Hammonds, Vice Chair Sheppard Ferguson, Treasurer Teddy Kokoros, Secretary Sara Keary, Trustee Rose Mary Su, Trustee Maja Young, Director Leone Cole, Assistant Director Caitlin Browne

2. Consideration and Action on the Library Director's FY23 Budget Proposal
This is Director Cole's 26th and final budget to present
Referral to cover memo
Requests for additional funding (in order of priority)

- Full-time children's librarian proposal: expressed interest in more children's programming
- Tech security enhancements based on recommendations from Apogee Technology
- Reclassifying HATCH from Grade 3 (librarian level) to Grade 4 (department head level)
- Hot spots and Zoom subscriptions (had been funded through CARES Act, no longer available, new funds not yet allocated)
- Approx. \$12,000 spent by WFPL that was not reimbursed by the city
- \$1500 for programming funds (Book Mobile and outreach)

- Request for \$25,000 additional funding for children's materials

Discussion:

Trustee Su clarifications:

- Outreach Librarian is Grade 3
- Any noticeable effect from dropping late fees? Is there more of a need to replace lost or unreturned items? (This data has not yet been analyzed)

Trustee Ferguson: Any losses noted this year that are different from prior years? No

Chair Hammonds: Any idea when the city would take over WFPL IT? Not sure yet

Trustee Ferguson: Relying on WFPL has been running smoothly for IT

Trustee Young: It is nice to see budget requests being addressed/responded to based on data from the community and children's services survey

Trustee Su: Is mileage included in request for funding covered for the Book Mobile?

Yes, by DPW and the Book Mobile will stay within Watertown City limits

All Trustees noted strong support for children's librarians

Chair Hammonds: Level Service Request

- Supplies increase for inflation
- Office supplies stayed level-don't always spend entirety of the budget

Trustee Young: FY21 Actual, at end of FY20, there were some items that were on order that did not come from the FY20 budget

Trustee Ferguson: utility budgets

Trustee Su: Public Buildings-no increase for HVAC-in capital improvement plan for next year for heat and AC

Trustee Ferguson: how frequently does the Building Committee meet with WFPL?

- possibly monthly or bimonthly

Chair Hammonds: Equipment and Supply for books: 13% of budget has to be spent on library materials

All Trustees: Library is the center of the city

Chair Hammonds: Is the children's services survey available online?

- Not yet

Motion to submit the Library Director's FY23 budget to the city manager as written

(Motion made by Trustee Kokoros, Motion Seconded by Trustee Keary)

Motion passed unanimously

3. Any other business to come before the Board
 - Further discussion of Library Director Search, public meeting this evening regarding City Manager Search, emphasis on the good working relationship between the City Manager and Library Director and that being something to preserve
 - Trustee Young will assist Trustee Kokoros on Book Mobile outreach
4. Adjournment
(Motion to adjourn by Trustee Ferguson, Motion seconded by Trustee Su)
Motion passed unanimously
Adjournment at 5:50 PM