



CITY OF WATERTOWN
Board of Library Trustees
Watertown Savings Bank Meeting Room

BOARD OF LIBRARY TRUSTEES MEETING
TUESDAY, FEBRUARY 1, 2022 AT 7:00 PM
WATERTOWN SAVINGS BANK MEETING ROOM
MEETING MINUTES

ACCESS INFORMATION:

- A. The Public may join the virtual meeting online: Join Zoom Meeting
<https://us02web.zoom.us/j/81321493972?pwd=SWZtZzlCdENrV2dlWW85Q3RTYUZ4Zz09>

Meeting ID: 813 2149 3972
Passcode: 843926

- B. Public may join the virtual meeting audio only by phone: 929-205-6099 and enter Meeting ID: 813 2149 3972 and Passcode: 843929

1. Call to Order

In-person attendees: Director Cole, Assistant Director Browne, Trustee Kokoros, Trustee Young, Trustee Su, Chair Hammonds, Trustee Keary, Trustee Ferguson; **One zoom attendee**

Call to order at 7:04 PM

2. Secretary's Report

- A. Minutes of January 10, 2022 Meeting (Notes taken by Trustee Kokoros)

- Clarification of vote to appoint Trustee Young would serve out the term of former Trustee Izzo
- Clarification of reference of agreements of Community Paradigm for Director Search
- Add "Meeting Minutes" to top of minutes

B. Minutes of January 12, 2022 Meeting (Notes taken by Trustee Keary)

- Add “Meeting Minutes” to top of minutes
- Clarify that “they” refers to Building Committee (re: Trustee Ferguson’s comments)
- Motion to pass meeting minutes as amended from 1/10/22 and 1/12/22, seconded
- Meeting minutes from 1/10/22 and 1/12/22 unanimously approved

3. Public Forum

- No comment from public forum

4. Red Leaf Café Update

- Health Department requirement that masks be worn in public spaces by all employees and patrons
- Staff and patrons have expressed concern and complained that Donald has inconsistently been wearing a mask in the Café
- Administration has discussed this with Donald
- \$300 fine for non-mask compliance

5. Financial Report

A. FY22 Budget

- Treasurer Kokoros’s overview of current expenditures to date and available budget
- Emily Levine, Programming Librarian accepted an assistant library director position
- Two department heads currently out on family leave

B. Burke Fund Report

- As of 11/26/22, approx. \$11,000 currently available

C. HATCH Financials

- Approx. \$13,000 currently available
- Motion made to accept Financial report as read, seconded; unanimously approved

D. Consideration and Action on Acceptance of Donations

- \$350 individual donation-Maryann Friedman
 - Book mobile donations in honor of Director Cole (\$625 from various donors)
 - Rep. Steve Owens will announce Book Mobile in his newsletter
 - Eileen Hsu-Balzer donated \$10,000 to Book Mobile
 - Motion to accept donations listed in Memo from Leone Cole from 1/28, seconded; unanimously approved
- Book mobile discussion-creatively thinking of how to fundraise

- 0 Discussion of tiers of giving, brainstorm how to honor everyone who has contributed to
- 0 Difference by individual, business, or amount?
- 0 List people on a program? How to acknowledge all contributors?

6. Chair's Report

- A. City of Watertown proclamation re: Leone Cole's retirement after 27 years as Library Director
 - Proclamation of Director Cole's retirement read out loud by Chair Hammonds
 - Reflections of gratitude from Director Cole

7. Director's Report

- A. Consideration and Action on LIG/MEG Request
 - Request for new masks as there is no longer access to CARES funding (\$800)
 - Motion to spend \$800 from LIG/MEG to reimburse Caitlin Browne for the purchasing of KN95 masks, seconded, unanimously approved

B. Consideration and Action on a Request for Additional Funding

- \$26,800 for Project Literacy
- 0 \$26,000 for teacher salaries
- 0 \$800 for supplies and materials
- Amount requested would make the Department fully funded by tax dollars rather than grant monies
- Motion to approve request additional funding of \$26,800 for Project Literacy, seconded; unanimously approved

8. Old Business

- Lockers
- 0 Initial false starts, next week will be soft launch, should be up and running by the end of February
- 0 Some particular phone/app issues, manual input of library card will also be available
- In-person programming remains suspended until 2/14

9. New Business

- A. Consideration and Action on appointing Interim Library Director
 - Appointment of an interim library director, Recommendation to the Board that Caitlin Browne serve as interim director
 - Executive Session Friday, 2/4 from 4 PM-4:30 PM to discuss appointment of interim director

10. Library Director Search

A. Consideration and Action on formation of a Screening Committee for the Director Search

- Preliminary screening committee for Library Director Search: Trustees, community members, library employee (5-7 people) discussion
- Motion to approve Preliminary screening committee for library director search consisting of 3 Trustees (Chair Hammonds, Trustee Ferguson, Trustee Kokoros), 2 Community members (to apply and to be approved by the Board of Trustees), 2 Library Staff (one librarian and one department head) and that Chair Hammonds will make an announcement requesting that the library send out a call for community members to apply; seconded, unanimously approved

B. Consideration and Action on proposed Community Survey questionnaire prepared by Community Paradigm

- Review of community survey
- Motion to approve proposed Community Survey questionnaire prepared by Community Paradigm and have them send it out or put up on WFPL website; seconded, unanimously approved

11. Requests for Information and Responses

- None

12. Date of next meeting

- Friday 2/4/22 4 PM-4:30 PM Executive Session location TBD
- Tuesday, 2/15/22 at 7 PM @ WFPL

13. Adjournment

- Motion to adjourn, seconded, unanimously passed
- Meeting adjourned at 8:40 PM