



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

BOARD OF LIBRARY TRUSTEES MEETING
TUESDAY, APRIL 5, 2022 AT 7:00 PM
WATERTOWN SAVINGS BANK MEETING ROOM
MEETING MINUTES

1. Call to Order @ 7:02 PM

Trustees Present: Chair Hammonds, Vice Chair Ferguson, Treasurer Kokoros, Trustee Young, Trustee Keary, Interim Library Director Caitlin Browne

2. Secretary's Report
 - A. Minutes of February 15, 2022 Meeting
 - B. Minutes of March 1, 2022 Meeting
 - C. Minutes of March 16, 2022 Meeting

Motion to approve Meeting minutes from 2/15/22, 3/1/22, and 3/16/22; seconded; passed unanimously

3. Public Forum

- No comments

4. Red Leaf Café Update

- No updates

5. Financial Report

- A. FY22 Budget

- YTD, expenditures, available balance, and amount used reviewed

- B. Burke Fund Report
 - \$3,655 avail
- C. HATCH Financials
 - \$6,354 avail
 - Hatch Laser Cutter & Maintenance Service and purchase of filters

Motion to accept financial report; seconded; passed unanimously

- D. Consideration and Action on Acceptance of Donations
 - Various donations for book mobile in honor of Leone Cole
 - \$400 donation from Francis Davis
 - David Russo and Alan Hunter photos
 - Motion to accept donations for book mobile, from Francis Davis, and photos; seconded; passed unanimously

- E. Consideration and Action on Transfer of Personnel Funds
 - Request Transfer \$34,000 from full time salaries to part-time salaries to cover parental leave
 - Transfer \$40,000 from full time salaries to overtime
 - Discussion of additional transfers
 - Motion to approve transfer of \$34,000 from full time salaries to part-time salaries to cover parental leave; \$40,000 from full time salaries to overtime; additional transfers; seconded; approved unanimously

6. Chair's Report

- No new updates

7. Director's Report

- A. Ceiling Repair and Mold Remediation
 - Ceiling and mold remediation moving along to schedule. Mon. 4/11 and 4/12, there will be a designated containment area where work is being done/blocked off. Will be some limited access for at least another 1-2 weeks
- B. Lockers
 - Some technological problems, barcode reader problems, will have to redesign how barcodes are read
- C. New Remote Book Drops

- Filippello Park-approved
- Lexington Gardens outside of new Learning Center as part of housing authority-pending

D. ARPA

- City Council has started considering using ARPA funds, looking for community input; some possible ideas to help ease burden of library staff such as Mental Health Crisis Team and increasing access to laptops and hotspots

E. Staffing

- Interviewing for custodian and part-time reference librarian
- New Programming Librarian, Ally Frye, starts 5/2/22

F. Minuteman Library Network Membership Updates

- Caitlin attended 1st meeting as interim library director in March; one issue that was raised was the consideration of removing expiration dates of library cards; this was passed that some libraries will have expiration dates and some will not; WFPL currently is not opting into
- Changing vendors through MBLC to have a statewide E-card (study underway)

G. Watertown Tab

- Will be digital only and WFPL may be able to provide access to patrons

H. Bookmobile

- Using regular book budget for books for now
- Marissa and some other staff met with Framingham Library who has a bookmobile
- No new updates on the progress of the vehicle

I. Cultural Council awarded WFPL \$1500 for Pride Event

J. Staff Development day-considering how to reimagine customer service of the library

8. Old Business

- None to report

9. New Business

- None to report

10. Library Director Search

A. Preliminary Screening Committee Update

- Three finalists: Caitlin Browne, Amanda Hirst, and Maria Palacio

B. Discussion on finalist interviews and scheduling

- Discussion of meeting candidates for tours of the library prior to interviews
- Tues. 4/19 Public Meeting Candidate interviews with option for public comment at the beginning of the meeting (1 hr 15 min per candidate)
- Mon. 4/25 for Trustee deliberation

11. Requests for Information and Responses

- None reported

12. Date of next meeting

- May 3, 2022 @ 7 PM

13. Adjournment @ 8:22 PM; motion to adjourn; seconded; passed unanimously