



CITY OF WATERTOWN

Board of Library Trustees

Watertown Savings Bank Meeting Room

BOARD OF LIBRARY TRUSTEES MEETING

WEDNESDAY, JUNE 8, 2022 AT 7:00 PM

WATERTOWN SAVINGS BANK MEETING ROOM

MEETING MINUTES

1. Call to Order @ 7:01 PM
 - a. Present: Chair Hammonds, Trustee Kokoros, Trustee Keary, Trustee Su, Trustee Young, Director Browne
 - b. Documents referred to and used during the meeting include the following:
 - i. 4/25/22 Meeting Minutes
 - ii. 5/3/22 Meeting minutes
 - iii. FY22 Year to Date Budget Report
 - iv. FY22 Funds and Grants
 - v. Griffin Fund Report
 - vi. Burke FY22
 - vii. FY22 Hatch Financials
 - viii. May Donations
 - ix. Fund Transfer requests from Dir. Browne
 - x. Burke fund allocation request
 - xi. Letter for oil painting dedication from Vitoria Regia; Collection Policy for Art and Sculpture
 - xii. Letter for PLA DigtaLearn Incentive Application, approval request and background information
 - xiii. League of American Bicyclists' Community Sparks Grant proposal for an ebike and background information
2. Secretary's Report
 - A. Minutes of April 25, 2022 Meeting
 - B. Minutes of May 3, 2022 Meeting- Motion to approve both sets of meeting minutes; seconded; passed unanimously
3. Public Forum

No comments

4. Red Leaf Café Update
No updates
5. Financial Report
 - A. FY22 Budget
 - B. Burke Fund Report
 - C. HATCH FinancialsMotion to accept the financial report as written; seconded; passed unanimously
 - D. Consideration and Action on Acceptance of Donations
 - \$700 from Disability Commission for PRIDE; \$650 to be allocated for interpreter at a future event
 - Motion to accept donations; seconded; passed unanimously
 - E. Consideration and Action on Various Year-End Transfers
 - Move \$8,000 to Book processing and computer maintenance for HATCH laptops; remainder for office supplies for more KN95 masks
 - Motion to approve the transfer of \$8,000 to book Processing and HATCH computer maintenance and \$2160.20 from Committee expenses to office supplies; seconded; approved
 - F. Consideration and Action on Granting the Treasurer the Authority to Make Transfers Through the End of FY22
 - Motion to grant Treasurer Kokoros the authority to make transfer funds as necessary through End of FY22 for rebalancing purposes; seconded; passed unanimously
6. Chair's Report
 - A. FY23 Budget Update
7. Director's Report
 - A. Consideration and Action on Burke Fund Allocations
 - Motion to approve allocation of Burke Fund as shown in meeting packet; seconded; passed unanimously
 - B. Consideration and Action regarding art donation from Vitoria Regia
 - Motion to accept the art donation from Vitoria Regia; seconded; approved
 - C. Update on Watertown Community Foundation grants
 - \$3,000 for PRIDE
 - \$5,000 for HATCH
 - \$7,500 for Project Literacy
 - D. Assistant Director search update
 - Position posted approx. 2 weeks ago; 11 resumes as of now, interview until filled
8. Old Business
 - A. Discussion on Acknowledgement of Bookmobile Donors and Bookmobile Launch Celebration
 - Will be completed by July 4th, virtual training, virtual inspection, onsite training with Dir. Browne and Outreach Librarian; Grand opening will be at the Watertown Arts Market 8/13/22
 - Donor Plaque on Bookmobile carts
 - B. Consideration and Action on New Trustee Orientation (S. Keary)
 - Ideas to include in a New Trustee Orientation
 - a. Open Meeting Law Webinar through MA
 - b. Library Tours with new and current Trustees

- c. Formal review of hard copy materials with Director and Assistant Director
- d. Budget Presentation or document to familiarize New Trustees; Financial 101 of Budgeting for the Library, possibly every two years (with new and current trustees)
- e. Job descriptions of library staff
- f. 365 Orientation/Efficiency Training, how to maximize the usage of the software

9. New Business

- A. Discussion on Racial Equity Training for Library Staff and Trustees (S. Keary)
<https://www.ala.org/pla/education/onlinelearning/webinars/ondemand/racialequity>
 - Consideration of Friends Group (in Watertown it is called the Building Committee)
 - Public Library Association
 - Consideration of Library Staff attending Kingian Training
- B. Consideration and Action to Apply for the PLA Digital Literacy Workshop Grant
 - Motion to approve submission of the Application for the PLA Digital Literacy Workshop Grant; seconded; passed unanimously
- C. Consideration and Action to Apply for League of American Bicyclists' Community Sparks Grant
 - Motion to approve submission of the Application for the League of American Bicyclists' Community Sparks Grant for an e-bike; seconded; passed unanimously

10. Requests for Information and Responses-none

11. Date of next meeting

Tuesday, July 5, 2022 @ 7 PM

12. Executive Session-Motion to enter executive session; seconded; roll call vote; passed unanimously

- A. Executive Session pursuant to G.L. c. 30A, sec. 21(A)(2), To Conduct Strategy Sessions in Preparation for Negotiations with Nonunion Personnel or to Conduct Collective Bargaining Sessions or Contract Negotiations with Nonunion Personnel – Library Director
 - Motion to authorize Chair Hammonds to present contract, as amended during executive session, to Director Browne; seconded; roll call; passed unanimously
 - Motion to exit Executive Session; seconded; roll call; passed unanimously

13. Adjournment

- Motion to adjourn; seconded; passed unanimously
- Meeting adjourned at 8:57 PM