



CITY OF WATERTOWN

Board of Library Trustees

Watertown Savings Bank Meeting Room

BOARD OF LIBRARY TRUSTEES MEETING

TUESDAY, MAY 3, 2022 AT 7:00 PM

WATERTOWN SAVINGS BANK MEETING ROOM

MEETING MINUTES

1. Call to Order @ 7:02 PM
Present: Chair Leanne Hammonds, Vice Chair Shep Ferguson, Teddy Kokoros, Trustee Maja Young, Trustee Rose Mary Su, Trustee Sara Keary, Director Caitlin Browne
- Documents presented and referred to during the meeting include:
 - Meeting minutes from 4/5/22; Meeting minutes from 4/19
 - FY22 Year to Date Budget Report
 - FY22 Funds and Grants
 - Griffin Fund Report
 - Burke FY22
 - FY22 Hatch Financials
 - Letter from Caitlin Browne to Trustees re: April Donation letter re: Local History Civil Service Application Paper donation by Veronica McCormack
 - Letter from Caitlin Browne to Trustees requesting to use \$3500 from McCall fund to purchase prize books for Summer Reading Program
 - Letter from Caitlin Browne to Trustees outlining grant submissions and progress
 - Watertown Collective Memory project (Go Local) Project Expenditures
2. Secretary's Report
 - A. Minutes of April 5, 2022 Meeting
 - B. Minutes of April 19, 2022 Meeting
 - Motion to approve both sets of meeting minutes as read, seconded, approved unanimously
3. Public Forum
 - None
4. Red Leaf Café Update
 - No new updates
5. Financial Report
 - A. FY22 Budget-review of TYD, Incumbencies, Current Available Budget, and amount used all reviewed
 - B. Burke Fund Report reviewed
 - C. HATCH Financials reviewed
 - Motion to accept financial report as read (A through C), seconded, passed unanimously

- D. Consideration and Action on Acceptance of Donations
 - Local History Civil Service Application Donation by Veronica McCormack
 - Motion to accept Local History Civil Service Application Donation by Veronica McCormack; seconded, passed unanimously
- E. Consideration and Action on Request for McCall funds
 - McCall fund for children's funds mainly used to support 1,000 books before kindergarten program
 - Motion to approve allocation of \$3500 from the McCall fund for the summer reading program; seconded; passed unanimously
- F. FY23 Budget Proposal Update
 - Acting City Manager presented his proposed budget to City Council for the next fiscal year and he recommended most of the Library requests
- 6. Chair's Report
 - A. Congratulations to new Library Director Caitlin Browne and thank you to the Board of Trustees and library staff for input on the Director search process
- 7. Director's Report
 - A. Grants
 - Awaiting on decisions for multiple grant submissions
 - Awaiting on decision of John Cotton Dana Award submission
 - B. Lockers
 - Initiated return process, will be removed from property
 - Considering new vendors for lockers
 - C. Bookmobile
 - On June 13th the van will have its graphics wrap
 - Likely ready for July
 - Possibility of debuting the Bookmobile on August 13th at the Watertown Arts Market
 - D. Facilities
 - Mold remediation project complete
 - Roof leaks being addressed, damage in front vestibule, public buildings is addressing this
 - E. Staffing
 - Programming Librarian started yesterday, Full time
 - Part-time position filled by Quincy Knapp
 - Open part-time custodian position
 - F. Collection
 - Maintenance projects, moving some small micro collections to increase user-friendliness
 - G. Programming
 - Discussion of Collective Memory
 - PRIDE Extravaganza
- 8. Old Business
 - none
- 9. New Business
 - A. Discussion of developing an orientation or onboarding process for all new Library Trustees (S. Keary)
 - Review of ideas of how to coordinate and develop a new trustee orientation/onboarding process
 - Director Browne will start to put together a list of initial items that would be helpful and Trustees can review and add to/change
- 10. Requests for Information and Responses
 - None
- 11. Date of next meeting
 - June 7th @ 7 PM
- 12. Adjournment @ 7:52 PM; Motion to adjourn; seconded; passed unanimously