



CITY OF WATERTOWN

Board of Library Trustees

Watertown Savings Bank Meeting Room

BOARD OF LIBRARY TRUSTEES MEETING

TUESDAY, AUGUST 2, 2022 AT 7:00 PM

WATERTOWN SAVINGS BANK MEETING ROOM

MEETING MINUTES

1. Call to Order @ 7:00 PM

Present: Chair Hammonds, Vice Chair Ferguson, Treasurer Kokoros, Trustee Su, Trustee Young, Trustee Keary, Director Browne

Documents used/referenced to during this meeting include the following: FY22 Year to Date Budget Report; FY23 Year to Date Budget Report; FY22 4th Quarter Budget Breakdown; Watertown Free Public Library Expenditure Breakdown FY22; FY22 Funds and Grants; FY23 Funds and Grants; FY22 Griffin Fund Report; Burke Fund Report; FY22 Hatch Financials; FY23 Hatch Summary; July Donation memo; Immediate release of Bookmobile launch article; Library Director Evaluation

2. Secretary's Report

A. Minutes of July 5, 2022 Meeting

- Motion to approve meeting minutes from July 5, 2022 as amended; seconded; passed unanimously

3. Public Forum

No comments

4. Red Leaf Café Update

- Invite Donald to September Library Trustee Meeting

5. Financial Report

A. FY22 / FY23 Budget-review

B. Burke Fund Report

C. HATCH Financials

- Motion to accept financial report as read; seconded; passed unanimously

D. Consideration and Action on Acceptance of Donations

- Motion to accept July donation; seconded; passed unanimously

6. Chair's Report

- A. Update on Director Contract
 - Executive Session to review director contract; contact schedule to be determined
- 7. Director's Report
- A. Miscellaneous Updates
 - WFPL will be emergency disaster location for Watertown Boys & Girls Club
 - Recent HVAC issue resolved
 - Some Internet issues resolved
 - Book drop at Filippello is getting used well
 - Staffing: Assistant Director search continuing
 - New custodian started last week
 - Part time circulation assistant resigned last month; new part time position
 - Interviewing for full-time children's librarian position
 - Project literacy updates
 - Scholastic Read with Pride Resource Guide for grades K-12 written by Kazia Berkley-Cramer
 - LGBTQ adult book club via Zoom
 - Domino night, once a month on Thursdays
 - Pokemon club 7/18 session at least 65 children in children's room
- 8. Old Business
- A. Bookmobile Launch
 - Watertown Arts Market on Saturday, August 13th @ 10:30 AM launch; 6 staff will tend to the bookmobile
- 9. New Business
- A. Consideration and Action on Library Director Evaluation Form
 - Inclusion of Director's goals in self-evaluation
 - Change "town" to "city" throughout document
 - Strike five year long-term and change to "Strategic planning process" under item (1) Planning
 - Chair Hammonds and Director Browne to seek clarification on (6) Board Relations: Consideration of "prior to the start of contract negotiations, inmates a meeting with the Town bargaining agent to hear Trustees' concerns and perspectives"
 - Review of assessment of management style
- 10. Requests for Information and Responses
 - None
- 11. Date of next meeting
 - Wednesday, September 7th @ 7 PM in WSB Room
- 12. Adjournment @ 8:07 PM
 - Motion to adjourn; seconded; passed unanimously