



CITY OF WATERTOWN

Board of Library Trustees

Watertown Savings Bank Meeting Room

BOARD OF LIBRARY TRUSTEES MEETING MINUTES

WEDNESDAY, SEPTEMBER 7, 2022 AT 7:00 PM

WATERTOWN SAVINGS BANK MEETING ROOM

MEETING MINUTES

1. Call to Order @ 7:01 PM

Roll Call: Director Browne, Chair Hammonds, Vice Chair Ferguson, Trustee Kokoros, Trustee Young, Trustee Su

Documents used/referenced during this meeting include the following: Agenda, 8/2/22 Meeting Minutes; FY23 Year to Date Budget Report; FY23 Funds and Grants; Griffin Fund Report; Burke Fund; FY23 HATCH Summary; Director Browne Memo on Donations; Director Browne Memo on Request to Transfer Funds; Director Browne Memo on Director's Report; CVs for Allie Fry, Amelia C. Young, and Qunicy Knapp;

2. Secretary's Report

- A. Minutes of August 2, 2022 Meeting: Amend Library Director Evaluation Form; Under Chair's report "Contact —> Contact schedule; to be determined from "schedule is pending all staff coordination")
- Motion to accept minutes as amended, seconded, passed unanimously

3. Public Forum-no public forum comments

4. Red Leaf Café Update-no new updates

5. Financial Report

A. FY23 Budget:

B. Burke Fund Report:

C. HATCH Financials

- Motion to accept financial report, seconded, passed unanimously

D. Consideration and Action on Acceptance of Donations

- Motion to accept donations, seconded, passed unanimously

E. Consideration and Action to Transfer Funds

- Motion to approve transfer \$1250 from Longevity to Shift Differential report, seconded, passed unanimously

6. Chair's Report

- Upcoming MBLC trainings available, Trustee Deep Dives, info re: annual meetings

7. Director's Report

A. Employee Introductions

- A. Amelia Young, HATCH coordinator (started in Nov. 2021)
- B. Quincy Knapp, PT Reference Librarian (started in May 2022)
- C. Allie Fry, Programming Librarian (started in May 2022)

B. Director's Report Memo with various updates

8. Old Business

- A. Update on Collective Memory Project: encouraging people to drop off materials and then pick up 2 weeks later; 3 digital photos of what living in Watertown means to you; spread word about the project to increase participation
- B. Consideration and Action on Library Director Performance Review Form
- Motion to approve updates on Library Director Performance Review Form; seconded; passed unanimously

9. New Business: no new business

10. Requests for Information and Responses: none

11. Date of next meeting: Tuesday, October 4, 2022 @ 7 PM

12. 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 Enter 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; seconded; Roll Call Vote: all in favor

A. Consideration and Action on Library Director Contract

- Motion to approve Library Director Contract for Caitlin Browne as amended; seconded; Roll call vote: passed unanimously
- Motion to exit executive session; seconded; Roll call vote; passed unanimously

13. Adjournment

- Motion to adjourn, seconded, passed unanimously; adjournment @ 8:06 PM