



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

BOARD OF LIBRARY TRUSTEES MEETING
TUESDAY, APRIL 4, 2023 AT 7:00 PM
WATERTOWN SAVINGS BANK MEETING ROOM
AGENDA

1. Call to Order
2. Secretary's Report
 - A. Minutes of March 7, 2023 Meeting
3. Public Forum
4. Financial Report
 - A. FY23 Budget
 - B. Burke Fund Report
 - C. HATCH Financials
 - D. Consideration and Action on Acceptance of Donations
5. Chair's Report
 - A. Consideration on ARPA Application
6. Director's Report
 - A. General Updates
 - B. FY24 Budget Update
 - C. Project Literacy Supervisor
7. Old Business
8. New Business
 - A. Consideration and Action on Gallery Exhibition Policy
 - B. Consideration and Action on Art Donation
9. Requests for Information and Responses
10. Date of next meeting
11. Adjournment

FY23 YEAR TO DATE BUDGET REPORT

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0161051	510111	FULL TIME SALARIES	1,726,020	-20,001	1,706,020	1,216,412.27	0.00	489,607	71.30
0161051	510112	PART TIME SALARIES	682,142	0	682,142	487,247.86	0.00	194,894	71.40
0161051	510130	OVERTIME	30,000	20,000	50,000	30,555.73	0.00	19,444	61.10
0161051	510141	SHIFT DIFFERENTIAL	3,719	1,250	4,969	3,356.25	0.00	1,613	67.50
0161051	510143	LONGEVITY	29,202	-1,250	27,952	21,538.25	0.00	6,414	77.10
0161051	510190	CLOTHING ALLOWANCE	2,925	1	2,926	2,925.50	0.00	0	100.00
		Total 0161051 LIBRARY - PERS. SVCS.	2,474,008	0	2,474,008	1,762,035.86	0.00	711,972	71.20
0161052	520211	ELECTRICITY	147,897	0	147,897	80,966.55	29,133.45	37,797	74.40
0161052	520213	GAS	40,347	0	40,347	18,697.46	5,302.54	16,347	59.50
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	18,029	0	18,029	6,134.51	2,217.85	9,677	46.30
0161052	520241	BUILDING MAINTENANCE	44,451	2,558	47,009	27,098.63	4,516.97	15,393	67.30
0161052	520244	COMPUTER MAINTENANCE	119,889	6,852	126,741	73,383.36	17,912.16	35,445	72.00
0161052	530327	REGIONAL LIBRARY SERVICES	81,673	0	81,673	81,673.00	0.00	0	100.00
0161052	530342	COMMUNICATIONS - POSTAGE	1,700	0	1,700	1,700.00	0.00	0	100.00
0161052	530383	PROGRAM SERVICES	9,000	0	9,000	5,056.83	925.00	3,018	66.50
0161052	540421	OFFICE SUPPLIES	12,000	0	12,000	5,688.74	4,173.59	2,138	82.20
0161052	540422	PRINTING & FORMS	6,400	0	6,400	4,964.22	0.00	1,436	77.60
0161052	540425	PROGRAM SUPPLIES	750	0	750	750.00	0.00	0	100.00
0161052	540430	BUILDING MAINTENANCE SUP.	17,860	3,999	21,859	12,662.06	5,109.35	4,087	81.30
0161052	550511	BOOKS	481,000	0	481,000	322,245.37	115,919.47	42,835	91.10
0161052	550512	BOOK PROCESSING	45,000	0	45,000	12,386.43	8,153.72	24,460	45.60
0161052	570710	IN STATE TRAVEL	500	0	500	0.00	0.00	500	0.00
0161052	570730	DUES & SUBSCRIPTIONS	1,300	0	1,300	750.00	550.00	0	100.00
0161052	570735	PROJECT LITERACY/TOWN	10,800	0	10,800	3,654.33	730.78	6,415	40.60
0161052	570785	COMMITTEE EXPENSES	2,600	0	2,600	603.74	240.00	1,756	32.50
0161052	570787	STAFF DEVELOPMENT	10,000	0	10,000	3,131.59	4,003.30	2,865	71.30
		Total 0161052 LIBRARY - EXPENSES	1,051,196	13,408	1,064,604	661,546.82	198,888.18	204,169	80.80
0161058	580840	BUILDING RENOVATIONS	81,000	51,919	132,919	57,631.52	41,561.66	33,726	74.60
0161058	580870	REPLACEMENT OF EQUIPMENT	20,000	0	20,000	15,228.36	0.00	4,772	76.10
		Total 0161058 LIBRARY - CAPITAL	101,000	51,919	152,919	72,859.88	41,561.66	38,497	74.80
		Grand Total	3,626,204	65,327	3,691,531	2,496,442.56	240,449.84	954,639	74.10

FY23 3rd QUARTER BUDGET BREAKDOWN		
0161052 570735 PROJECT LITERACY		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON	\$ 769.22	MATERIALS
CAMBRIDGE UNIVERSITY PRESS	\$ 348.74	MATERIALS
KEITH FOLSE	\$ 250.00	PRESENTATION
INTERCAMBIO DE COMUNIDADES	\$ 271.92	MATERIALS
AIMEE LAMBERT	\$ 1,899.69	REIMBURSEMENTS
ERIN WARD	\$ 89.00	ZENGENDO SUBSCRIPTION
Gael WILLIAMS	\$ 25.76	REIMBURSEMENTS
TOTAL	\$ 3,654.33	
0161052 570785 COMMITTEE EXPENSES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMERICAN LIBRARY ASSOCIATION	\$ 210.00	TRUSTEE MEMBERSHIPS
CAITLIN BROWNE	\$ 393.74	INTELLECTUAL FREEDOM MATERIALS
TOTAL	\$ 603.74	
0161052 570787 STAFF DEVELOPMENT		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
CAITLIN BROWNE	\$ 742.19	CONFERENCE REIMBURSEMENTS
JOINT COUNCIL OF LIBRARIANS OF COLOR	\$ 350.00	QUINCY KNAPP REGISTRATION
LIBRARY JOURNALS LLC	\$ 2,179.40	CONFERENCE REGISTRATIONS
THERESA MATUREVICH	\$ 105.00	JOB POSTING
TOTAL	\$ 3,376.59	
0161052 540430 BUILDING MAINTENANCE SUPPLIES		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON	\$ 27.97	SUPPLIES
CAITLIN BROWNE	\$ 19.97	REIMBURSEMENT
GRAINGER	\$ 1,338.29	SUPPLIES
HILLYARD, INC	\$ 57.80	CARPET EXTRACTOR PORT COVER
HOME DEPOT	\$ 695.08	SUPPLIES
LIKARR INC	\$ 2,383.74	LIGHT BULBS
MECHANICAL AIR CONTROLS	\$ 5,253.17	HVAC SERVICE
NORTHEAST ELECTRICAL DISTRIBUTORS	\$ 886.79	ELECTRICAL SUPPLIES
PLUMBERS SUPPLY COMPANY	\$ 1,334.50	PLUMBING SUPPLIES
WB MASON	\$ 74.76	CLEANING SUPPLIES
WSI MANUFACTURING INC	\$ 589.99	HVAC MOTOR
TOTAL	\$ 12,662.06	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY23

0161052 540425 PROGRAM SUPPLIES

<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 555.59	PROGRAMMING/BOOKMOBILE SUPPLIES
KATHLEEN BRENNAN	\$ 126.57	CHILDREN'S REIMBURSEMENT
KELLY DENEEN	\$ 37.89	TEEN REIMBURSEMENT
MARISSA MONTEIRO	\$ 29.95	DOMINO NIGHT REIMBURSEMENT
TOTAL	\$ 750.00	

0161052 540422 PRINTING

<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
MINUTEMAN PRESS	\$ 4,935.00	PRINTING
STAPLES ADVANTAGE	\$ 29.22	BUSINESS CARDS
TOTAL	\$ 4,964.22	

0161052 540421 OFFICE SUPPLIES

<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 1,828.62	OFFICE SUPPLIES
D2G GROUP LLC	\$ 106.92	SIGN HOLDERS
DEMCO	\$ 314.13	SIGN HOLDERS
EASYKEYS.COM	\$ 26.61	KEYS
MARK ESSLINGER	\$ 100.58	NAME TAGS
HAMCO KANSAS CITY	\$ 617.55	RECEIPT PAPER
POSTMASTER OF BOSTON	\$ 20.00	PO BOX RENEWAL
NATASHA RUGGERI-KORET	\$ 15.00	KEY DUPLICATION REIMBURSEMENT
SOUTHERN COMPUTER WAREHOUSE	\$ 856.74	STAFF TONER
STAPLES ADVANTAGE	\$ 722.05	OFFICE SUPPLIES
WB MASON	\$ 1,149.10	OFFICE SUPPLIES
TOTAL	\$ 5,757.30	

0161052 530383 PROGRAM SERVICES

<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON	\$ 943.93	PROGRAMMING SUPPLIES
LUCIOLA VILLEIA BOUCHER	\$ 500.00	CHILDREN'S PROGRAMMING
LEONARD CABRAL	\$ 700.00	CHILDREN'S PROGRAMMING
ALISSA COATES	\$ 125.00	CHILDREN'S PROGRAMMING
CAREY CONKEY	\$ 120.90	TEEN PROGRAMMING
PHAEA CREDE	\$ 50.00	CHILDREN'S PROGRAMMING
FEDCO SEEDS INC	\$ 315.00	BOOKMOBILE SUPPLIES
FRED GRIFFETH	\$ 250.00	CHILDREN'S PROGRAMMING
ELIZABETH GROSS	\$ 300.00	ADULT PROGRAMMING
MATTHEW HEATON	\$ 150.00	CHILDREN'S PROGRAMMING
JAMIE KALLESTAD	\$ 100.00	ADULT PROGRAMMING
KOREAN SPIRIT & CULTURE	\$ 192.00	ADULT PROGRAMMING
MCDERMOTT-PALLOTTA INC	\$ 65.00	ADULT PROGRAMMING
POWERS MUSIC SCHOOL	\$ 150.00	CHILDREN'S PROGRAMMING
JONATHAN TODD	\$ 345.00	CHILDREN'S PROGRAMMING
VANESSA ROLSAD TRIEN	\$ 450.00	CHILDREN'S PROGRAMMING
MARCOS VALLES	\$ 300.00	CHILDREN'S PROGRAMMING
TOTAL	\$ 5,056.83	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY23

0161052 520244 COMPUTER MAINTENANCE

<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
ADOBE INC	\$ 4,697.40	LICENSE RENEWALS
AMAZON.COM	\$ 1,956.69	COMPUTER MAINTENANCE SUPPLIES
BIBLIOTHECA LLC	\$ 8,829.00	ANNUAL SERVICE CONTRACT
CAITLIN BROWNE	\$ 1,800.71	REIMBURSEMENTS
DELL COMPUTER CORPORATION	\$ 6,851.84	HATCH LAPTOPS
FARONICS TECHNOLOGIES	\$ 1,572.00	DEEP FREEZE & ANTI-VIRUS
HUB TECHNICAL SERVICES LLC	\$ 5,906.36	CHROMEBOOK LICENSES
LINODE LLC	\$ 30.00	LINODE
PCNS LLC /MAGNA5 (APOGEE)	\$ 36,449.23	MONTHLY CONTRACT/IT SERVICES
OCLC	\$ 539.46	MUSEUMKEY SOFTWARE
OFFICE SUPPLIES BY THE CASE	\$ 259.80	MOUSE PADS
SENSOURCE	\$ 432.00	DOOR COUNTER
T-MOBILE USA, INC	\$ 4,145.53	HOT SPOT SERVICE
VERIZON WIRELESS	\$ 1,294.34	BOOKMOBILE WIFI/HOTSPOT SERVICE
TOTAL	\$ 74,764.36	

0161052 520241 BUILDING MAINTENANCE

<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
BC SOLUTIONS LLC	\$ 933.00	BOILER SERVICE
COMBUSTION SERVICE CO	\$ 1,320.00	BOILER SERVICE
FM GENERATOR	\$ 443.75	GENERATOR MAINTENANCE
FUJITEC AMERICA	\$ 1,560.00	ELEVATOR STATE TESTING
GLASS AND MIRROR INC	\$ 345.00	WINDOW REPAIR
MECHANICAL AIR CONTROLS	\$ 15,482.23	HVAC SERVICE
ISHAK MESCIOGLU	\$ 195.00	KEY SERVICES
RB ALLEN	\$ 2,486.93	ANNUAL FIRE ALARM TESTING
ROLLINS INC	\$ 219.27	PEST CONTROL
SAS SPECIAL AGENT SYSTEMS INC	\$ 780.00	SECURITY MONITORING
SHANAHAN SOUND	\$ 1,365.00	SOUND SYSTEM MAINTENANCE
ANTHONY VANARIA AND SONS	\$ 1,656.25	MONTHLY LANDSCAPE MAINTENANCE
WB MASON	\$ 37.16	SUPPLIES
WALTHAM SERVICES	\$ 275.04	PEST CONTROL
TOTAL	\$ 27,098.63	

0161052 520240 EQUIPMENT MAINTENANCE

<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON.COM	\$ 2,456.35	HATCH SUPPLIES
CAITLIN BROWNE	\$ 194.12	HATCH REIMBURSEMENTS
CANON SOLUTIONS AMERICA	\$ 843.40	PHOTOCOPIER CONTRACTS
COMCAST	\$ 1,381.72	HATCH INTERNET
DIGI-KEY CORPORATION	\$ 16.96	HATCH SUPPLIES
GRAINGER	\$ 262.96	HATCH SUPPLIES
THERESA MATUREVICH	\$ 96.03	HATCH REIMBURSEMENTS
ISHAK MESCIOGLU	\$ 200.00	HATCH LOCK REKEY
CHERYL MOREAU	\$ 279.88	HATCH REIMBURSEMENT
PAMELA MORGAN	\$ 899.00	MICROREADER/SCANNER CONTRACT
SENSOURCE INC	\$ 395.00	HATCH PEOPLE COUNTER
STAPLES ADVANTAGE	\$ 249.94	HATCH SUPPLIES
WB MASON	\$ 32.95	HATCH LABELS
TOTAL	\$ 7,308.31	

WATERTOWN FREE PUBLIC LIBRARY EXPENDITURE BREAKDOWN FY23

0161058 580870 EQUIPMENT REPLACEMENT		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
AMAZON	\$ 411.96	BARCODE SCANNER
BIBLIOTHECA	\$ 12,195.92	SELF CHECK LEASING
DELL COMPUTER CORPORATION	\$ 2,620.48	HATCH LAPTOPS
TOTAL	\$ 15,228.36	
0161058 580840 BUILDING RENOVATIONS		
<u>VENDOR</u>	<u>AMOUNT TO DATE</u>	<u>ITEMS/COMMENTS</u>
ENVIRONMENTS AT WORK	\$ 36,818.00	FURNITURE REPLACEMENT
MCS DRAPERY SERVICE	\$ 1,462.00	FICTION WINDOW SHADES
SCHOOLOUTFITTERS.COM	\$ 3,208.52	TABLES
WS ANDERSON INC	\$ 16,143.00	ELECTRICAL INSTALLATION
TOTAL	\$ 57,631.52	

FY23 Funds and Grants

Fund or Grant	7/1/2022	Available to spend balance as of 7/2/2022	Deposits YTD	Expended YTD	Current available balance	Notes
Book Funds						
Pratt (includes Pratt Stock)	140,049.22	9,706.08	179.60	-	9,706.08	80% of int on periodicals
Whitney	3,353.88	3,353.88	(35.89)	-	3,317.99	
Mead	5,937.88	2,937.88	(69.24)	-	2,868.64	
Charles	2,625.18	2,425.18	(28.79)	-	2,396.39	Armenian History books
Barry	3,364.91	3,364.91	(40.85)	-	3,324.06	
McGuire	3,084.76	2,084.76	(44.79)	-	2,039.97	
W. Pierce	23,645.88	3,645.88	(269.93)	-	3,375.95	
MacDonald	9,312.26	4,312.26	(112.00)	-	4,200.26	Grief related books
O'Reilly	10,318.05	9,818.05	(113.17)	-	9,704.88	Fiction
Stone	3,679.81	3,679.81	(40.37)	-	3,639.44	
Campbell	5,382.56	4,382.56	(59.04)	-	4,323.52	Large print books
Santoro	2,266.77	666.77	(25.83)	-	640.94	Art
Brown	2,557.12	1,557.12	(28.69)	-	1,528.43	Sci-fi books
Keith	4,100.49	3,100.49	(44.99)	-	3,055.50	Wat history books
Drucker	2,950.48	2,950.48	(32.36)	-	2,918.12	Humanities books
Special Gifts	45,007.45	45,007.45	7,964.56	8,954.28	44,017.73	Unrestricted
- Cohen Fund	8,799.45	8,799.45	-	-	8,799.45	Cookbook and Mysteries
- Makerspace Fund	6,301.16	6,301.16	60.00	3,165.37	3,195.79	Makerspace expenses
- Bookmobile Fund	13,335.00	13,335.00	-	2,535.21	10,799.79	Bookmobile expenses
- Gallant Fund	-	-	20,030.85	-	20,030.85	Children's dept
Other Funds & Grants						
Kaveny	36,772.83	8,401.34	(403.26)	-	7,998.08	Benefit of the library
Masters	4,473.44	1,766.44	(49.06)	387.52	1,329.86	Trustees discretion
B. Pierce	1,359.62	1,359.62	(20.80)	-	1,338.82	Trustees discretion
LIG/MEG	195,397.22	195,397.22	101,231.12	1,146.96	295,481.38	
Revolving Printing Account	8,070.51	8,070.51	8,239.13	12,131.69	4,177.95	
Friends of Project Literacy Fundraising	42,098.59	42,098.59	13,106.00	6,086.29	49,118.30	
McCall Gift Fund	52,725.54	52,725.54	-	1,131.98	51,593.56	For children's dept only

GRIFFIN FUND REPORT

MONTH ENDING	BEG BAL	ADDED	WITHDRAWN	INTEREST / DIVIDENDS	INVESTMENT MKT VAL ADJ	VERIZON DIVIDENDS	VERIZON STOCK MKT VAL ADJ	END BAL	CASH HELD FOR INV	CASH AVAILABLE FOR SPENDING	INV	
FY20 BAL FWD	203,784.66							\$ 228,632.81	\$	\$ 42,845.64	\$ 160,929.02	
31-Jul	203,784.66			31.32	668.46		(14,751.60)	\$ 189,732.84	\$	\$ 43,545.42	\$ 146,177.42	10.00
31-Aug	189,732.84			2,187.47	(1,238.29)		(14,169.30)	\$ 176,512.72	\$	\$ 44,494.60	\$ 132,008.12	
30-Sep	176,512.72			143.22	(1,515.22)		(12,422.40)	\$ 162,718.32	\$	\$ 43,122.60	\$ 119,585.72	
31-Oct	162,718.32			32.91	(863.37)		-	\$ 161,887.86	\$	\$ 42,292.14	\$ 119,585.72	
30-Nov	161,887.86			2,176.56	1,320.25		5,208.35	\$ 170,593.02	\$	\$ 45,788.95	\$ 124,794.07	
31-Dec	170,593.02			97.78	(402.26)		1,358.70	\$ 171,647.24	\$	\$ 45,484.47	\$ 126,152.77	
31-Jan	171,647.24			43.30	24.27		7,019.95	\$ 178,734.76	\$	\$ 45,552.04	\$ 133,172.72	
28-Feb	178,734.76			2,218.11	(1,065.16)		(8,928.60)	\$ 170,959.11	\$	\$ 46,704.99	\$ 124,244.12	
31-Mar								\$ -	\$	\$ 46,704.99	\$ 124,244.12	
30-Apr								\$ -	\$	\$ 46,704.99	\$ 124,244.12	
31-May								\$ -	\$	\$ 46,704.99	\$ 124,244.12	
30-Jun								\$ -	\$	\$ 46,704.99	\$ 124,244.12	
FY23 TOTAL				6,930.67	(3,071.32)		(36,684.90)	\$ 170,959.11		46,704.99	\$ 124,244.12	10.00

FUNDS USED TO PURCHASE ADDITIONAL SHARES

Burke			
	Allocated	Expenditures	Available
Teen Materials	\$ 2,813.00	\$ (2,789.38)	\$ 23.62
Teen Programming	\$ 2,848.00	\$ (1,382.21)	\$ 1,465.79
Children's Materials	\$ 1,406.00	\$ (1,406.00)	\$ -
Children's Programming	\$ 8,862.00	\$ (7,484.79)	\$ 1,377.21
Adult Materials	\$ 1,406.00	\$ (1,374.05)	\$ 31.95
Adult Programming	\$ 4,115.00	\$ (3,549.14)	\$ 565.86
Museums	\$ 5,000.00	\$ (4,300.00)	\$ 700.00
Movie Licenses	\$ 1,675.00	\$ (1,666.68)	\$ 8.32
Total	\$ 28,125.00	\$ (23,952.25)	\$ 4,172.75

FY23 HATCH Summary

	July 1 Allocation	Adjustments (new funds added)	Encumbrances	Expenditures	Available funds
Special Gifts	\$ 375.92	\$ 60.00	\$ -	\$ -	\$ 435.92
LIG/MEG	\$ -	\$ -	\$ -	\$ -	\$ -
Building Committee	\$ 775.00	\$ -	\$ -	\$ (563.03)	\$ 211.97
Watertown Commuty Foundation Grant	\$ 5,925.24	\$ -	\$ 160.00	\$ (3,405.37)	\$ 2,359.87
City Budget: Equip. Maint.	\$ 14,680.00	\$ -	\$ 990.99	\$ (5,565.88)	\$ 8,123.13
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 21,756.16	\$ 60.00	\$ 1,150.99	\$ (9,534.28)	\$ 11,130.89

TO: Library Board of Trustees
FROM: Caitlin Browne, Library Director
DATE: March 31, 2023
RE: Donations

The following donations were received in the third quarter of FY23:

- \$500 from Marian Friedman
- \$1500 from Raya Stern for staff support
- \$25 from Jane Brady
- \$750 from the Watertown Cultural Council for Pride
- \$60 from Linda Cocca for HATCH
- \$300 from Watertown Savings Bank for Pride
- \$20 from Robert Finn
- \$400 from Frances Davis

TO: Library Trustees
FROM: Caitlin Browne, Library Director
DATE: March 31, 2023
RE: Director's Report

City/Community Meetings and Collaboration

I attended the Watertown Commission on Disability meeting on March 15 to request funding for ASL interpreters for Pride. I will find out at the April meeting if the request is granted.

I attended Massachusetts Legislative Day at the State House along with Trustee Kokoros on March 15. We met with State Representative Steve Owens to advocate for Massachusetts libraries and in particular:

The [FY24 Legislative Agenda](#) which has an ambitious ask of \$46,618,385. This is \$982,600 more than the Governor's proposed budget of \$45,635,785. MBLC has prioritized three line items in [the budget](#), two of which were majorly cut in the governor's proposed budget—the two Talking Book Libraries in Watertown and Worcester.

In addition to the above funding items I learned about H 3239, an Act empowering library access to electronic books and digital audiobooks introduced by Representative Ruth B. Balser. This bill is grounded in Massachusetts consumer protection law using the power of the state government to regulate the terms of consumer contracts and protect policy.

Program Highlights

Big Girl by Mecca Jamilah Sullivan, our One Book One Watertown selection, was a joyful success. Programming Librarian Allie Fry reports that the author talk with Ms. Sullivan was well received with 60 attendees. More importantly the program as a whole was most notably a relationship building success. A number of presenters and performers will be back and we forged a new relationship with the New Rep Theater as they are relaunching their organization.

Digital Services Librarian, Jaccavrie McNeely, has wrapped up the PLA Digital Literacy Grant requirements, and submitted the final grant report. Through this grant, we served 47 learners across 10 workshops, held both in the library and in public spaces at local community housing properties. Through this grant, we acquired 10 Chromebooks for teaching, fully developed curricula for several classes in both English and Spanish, and we were able to connect with the Watertown Housing Authority, as well as a bilingual English-Spanish trainer to help with Spanish tech classes now and in the future.

Professional Development

On March 16 I attended the MBLC's Crisis Communication Skills training which was extremely informative. There was a lot to take away and most of it can be found in this well researched [guide](#) MBLC put together.

The City of Watertown is running a year long cyber security training which all email users must complete. The program began in March.

At our staff development day on March 29 we reviewed our emergency procedures, had ALICE, workplace safety and de-escalation training and a fire drill.

Miscellaneous

Jamie Kallestad has been working hard on a general library campaign using funds from the John Cotton Dana he won last year for excellence in library publicity. You will see a billboard on Main St. across from the Mobil Station near Waverly Ave. It will be followed by a direct mail campaign to neighborhoods in Watertown that have the lowest rates of library card ownership, new street banners in front of the library, and a social media campaign.

We received 124 photo submissions for the Watertown Collective Memory Project in February.

Library merchandise is now on display on the first floor lobby. Apparel is available [online only](#) and tote bags are available for purchase at the circulation desk only.

Success Stories

“A patron came to the desk wanting to use his Android phone as a hotspot for his Kindle Fire tablet. While this is generally an easy task, we had to fix a ton of issues before we got there. Over the course of an hour, we had a missing and irretrievable password, one time passwords that weren't showing up, an email account that wouldn't log in, an out of date phone number, a phone call to Amazon support, the creation of a new Amazon account, an email account that he didn't know existed (and had his name spelled wrong), and a phone with a number assigned to the SIM card that wasn't the number on the phone's receipt. We managed to get everything sorted for him and he left both happy and connected.”

“Margarita’s Garden” was a super successful gallery exhibit with great local turnout, feedback, and publicity! Check out the latest [writeup in Watertown News](#).

TO: Library Trustees

FROM: Caitlin Browne, Director

DATE: March 30, 2023

RE: Consideration and Action on Gallery Policy

Please find the attached draft Gallery Exhibition Policy for your consideration and approval.

T. Ross Kelly Gallery Exhibition Policy

The Watertown Free Public Library's (WFPL) offers display space for local artists residing in Massachusetts. Non-local artists who work or go to school in Watertown are also eligible to exhibit. Permitted use of the library gallery does not in any way constitute an endorsement by the library.

Space

Public displays are permitted only in the T. Ross Kelly gallery on the second floor. There are two types of display space. An artist may use one or both.

Hanging Displays

Works must be prepared to hang on metal gridded panels. Work must be matted or framed, with a wire across the back to accommodate our hanging system. Glass is not necessary. Loose drawings may be hung using clips. Artists are responsible for hanging their work. Artists are also responsible for creating labels for their art, if desired. There are 13 panels on which to hang, these are 78" tall and 30-48" wide. It is suggested that the artist survey the space prior to exhibiting if the number of pieces to display is in question. Artists may not move the display panels. The gallery floor must remain wheelchair accessible.

Glass Display Case

The display case measures 48"L x 66"H x 16"D and has 6 adjustable shelves inside made of tempered glass. The case has locks to keep materials inside protected. Artists are responsible for creating their own labels and signs for their art, if desired. Please note that nothing may be taped on the outside or inside of the case and nothing may be placed on top of the case.

Application Timeline

Applications are accepted on a rolling basis and are reviewed in May for exhibitions the following calendar year. When cancellations occur an existing applicant will be chosen to fill the spot.

Selection

When demand is competitive for available spots to exhibit in the gallery the following selection criteria are used:

1. Artist's connection to Watertown, priority is given to Watertown artists.
2. Frequency of exhibits, priority is given to artists who have not previously exhibited.

Frequency of Artist Exhibitions

There is high demand for exhibit space. Because of this, artists may exhibit only once in a twenty-four month period.

Set Up

It is the responsibility of the artist to set up and take down their exhibit. Artists must set up their exhibit during regular library hours within the first three days of the month and take down their exhibit before the last day of the month unless otherwise arranged with the curator. There is no space for the curator to hold artwork.

Please plan set up and removal of exhibits according to the library hours of operation:

- Monday – Thursday 9 AM – 9 PM
- Friday 9 AM – 7 PM
- Saturday 9 AM – 5 PM
- Sunday 1 PM – 5 PM

Opening Receptions

An artist may wish to arrange an exhibit reception in the Raya Stern Trustees Room adjacent to the gallery. The artist is responsible for all reception arrangements which include booking the room, catering if desired, obtaining a food permit, setting up and breaking down, and leaving the room clean.

An artist should not assume the Raya Stern Trustees Room is reserved for a reception until confirmation from Library Administration is received. Room reservations may be made through the library website or through the administration office at 617.972.6434.

Serving food in the library requires a permit, unless catered by the Red Leaf Café. The artist must possess this permit on the day of the reception if food is served. The permit application can be found at watertownlib.org/artgallery. All questions regarding food permits should be directed to the Watertown Health Department.

Publicity

The library will publicize the exhibit in the WFPL bi-monthly printed newsletter and monthly eNewsletter with the artist's name, a brief description of the exhibit, and an image. The curator will choose an image from the artist's application for this purpose.

The artist is welcome and encouraged to promote the exhibit through other channels. Artist's promotional materials may not indicate endorsement of the exhibit by the library. Press releases must be reviewed by library administration before publication. Artists are responsible for their own handouts and printed marketing materials.

Sales

A list of works with pricing may be included; however, all sales go through the artist. WFPL takes no commission for work sold. Price lists should be made available to library patrons in exhibit spaces if the artist chooses to create them. Otherwise, please create a sign to read "If you are interested in purchasing one of these pieces, please call _____ or email the artist at _____"

_____ for more information.”

Insurance

WFPL does not hold insurance for artwork on exhibit and is not responsible for loss or damage of the artist's work.

TO: Library Trustees

FROM: Caitlin Browne, Director

DATE: March 30, 2023

RE: Consideration and Action on Art Donation

Margarita Avetian would like to donate one of her paintings from her March exhibit in the library gallery. Please see attached article about exhibit. The donated piece will be available to view at the April Trustees meeting.

"Margarita's Garden" opens at Watertown Public Library



Margarita Avetian (Photo: Tony Cortizas)

WATERTOWN, Mass. — Margarita Avetian started painting at the age of 85. Two years later, her vibrant paintings are now on display in her first art exhibition at the Watertown Free Public Library. The exhibit, entitled "Margarita's Garden," had its opening reception on Sunday.

Born in 1935, Avetian was the second oldest child born to a mother orphaned during the Armenian Genocide and raised by an aunt after surviving and arriving in Armenia. Avetian helped with her siblings' upbringing beginning at age five with the start of World War II, forgoing her own education. Her daughter Seda Matevosian told the Weekly that even at that young age, her mother used to go out to the fields and gather whatever she could to help feed the family. The family immigrated to Georgia when Avetian was 12 years old.

Avetian married at a young age, having her first child at 17 years old. Sadly, her husband passed away at the young

age of 50. She raised six children and ultimately settled with her family in Watertown. Now, she also enjoys spending time with her seven grandchildren.

After the 2020 war in Artsakh, Avetian's daughters were concerned about their mother's mental health and encouraged her to take up painting. "She was hooked and inspired," enthused Matevosian, who is an artist and an art teacher. "My mom's work is in the tradition of naïve art and is filled with light, tranquility, peace and simple beauty!"



Margarita Avetian at the opening reception of "Margarita's Garden"

Matevosian shared that it all began with a paint night she organized in her home for the women in the family. "That was the first time she touched painting," Matevosian said of her mother. "That night, everyone did a beautiful job, but even then, my mom's work was different. She followed her own style, creating a unique piece," she reflected.

After organizing another paint night at her mother's building with her neighbors, it became evident that Avetian's work set her apart from the others. When Matevosian shared some of her mother's art on social media, it received rave reviews, and even some comparisons to American folk artist Grandma Moses, who started painting when she was 78 years old.

"I have no formal training in art," said Avetian. "To my surprise, it has helped me partially heal the wounds of my

world. I mainly paint flowers, because I've always admired the beauty of each species, and they represent the fragility of life to me."

Avetian starts a painting by filling the background with color and then focusing on the intricacy of the leaves and flowers. "I get lost in the creative process and forget about the harsh reality we live in," she said. "When I paint, I feel inner peace and believe that one day beauty will and should save the world!"



Margarita Avetian's paintings on display at the Watertown Free Public Library (Photo: Tony Cortizas)

Her art and this exhibition in Watertown are dedicated to the heroes who bravely sacrificed their lives to protect the homeland and the loved ones they left behind. Avetian is donating the proceeds to benefit the wounded soldiers of the 2020 war.

She was gratified to sell six paintings at the opening reception and was overwhelmed with emotion as people viewed and admired her work. "Art has healing power," Avetian said. "I'll be happy if my paintings resonate the same feelings in the viewers as mine while I'm creating them – happiness, peace and love towards each other and everything around us."

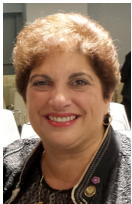


Margarita's Garden Art Exhibition Reception, March 5, 2023 (Photo: Tony Cortizas)

"Margarita's Garden" will be on display at the T. Ross Kelly Family Gallery at the Watertown Free Public Library, located at 123 Main Street, until March 31.

 Bio

 Latest Posts



Pauline Getzoyan

Editor

Pauline Getzoyan is editor of the Armenian Weekly and an active member of the Rhode Island Armenian community. A longtime member of the Providence ARF and ARS, she also is a former member of the ARS Central Executive Board. A longtime advocate for genocide education through her work with the ANC of RI, Pauline is co-chair of the RI branch of The Genocide Education Project. In addition, she has been an adjunct instructor of developmental reading and writing in the English department at the Community College of Rhode Island since 2005.