



CITY OF WATERTOWN
Board of Library Trustees
Raya Stern Trustees Room

BOARD OF LIBRARY TRUSTEES MEETING
TUESDAY, JUNE 6, 2023 AT 7:00 PM
RAYA STERN TRUSTEES ROOM
AGENDA

1. Call to Order
2. Secretary's Report
 - A. Minutes of May 2, 2023 Meeting
 - B. Minutes of May 16, 2023 Special Meeting
3. Public Forum
4. Financial Report
 - A. FY23 Budget
 - B. Burke Fund Report
 - C. HATCH Financials
 - D. Consideration and Action on Granting the Treasurer the Authority to Make Transfers Through the End of FY23
5. Chair's Report
6. Director's Report
 - A. General Updates
 - B. Consideration and Action on Burke Allocations
 - C. Staffing
 - D. Awards
 - E. Homebound Delivery Volunteer Appreciation
7. New Director Search
 - A. Updates
 - B. Consider community member applicants to the Preliminary Screening Committee and VOTE to select two members and two alternates
 - C. Consider library employee applicants to the Preliminary Screening Committee and VOTE to appoint one staff member

- D. VOTE to appoint two Trustees to the Preliminary Screening Committee and decide who will chair the initial meeting
- 8. Interim Director Search
 - A. Updates
- 9. Old Business
 - A. Consideration and Action on Social Media Policy
 - B. Consideration and Action on Rules for Public Forum
- 10. New Business
- 11. Requests for Information and Responses
- 12. Date of next meeting
- 13. Adjournment

FY23 YEAR TO DATE BUDGET REPORT

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0161051	510111	FULL TIME SALARIES	1,726,020	-20,001	1,706,020	1,475,303.02	0.00	230,716	86.50
0161051	510112	PART TIME SALARIES	682,142	0	682,142	574,321.98	0.00	107,820	84.20
0161051	510130	OVERTIME	30,000	20,000	50,000	36,315.05	0.00	13,685	72.60
0161051	510141	SHIFT DIFFERENTIAL	3,719	1,250	4,969	4,116.25	0.00	853	82.80
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	2,114,520.05	0.00	359,488	85.50
0161052	520211	ELECTRICITY	147,897	0	147,897	95,233.25	14,866.75	37,797	74.40
0161052	520213	GAS	40,347	0	40,347	22,413.09	7,586.91	10,347	74.40
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	18,029	0	18,029	14,831.40	1,537.42	1,660	90.80
0161052	520241	BUILDING MAINTENANCE	44,451	2,558	47,009	29,484.24	17,151.20	374	99.20
0161052	520244	COMPUTER MAINTENANCE	119,889	6,852	126,741	100,644.83	16,162.51	9,934	92.20
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	7,585.34	1,142.88	272	97.00
0161052	540421	OFFICE SUPPLIES	12,000	0	12,000	7,224.71	3,168.07	1,607	86.60
0161052	540422	PRINTING & FORMS	6,400	0	6,400	6,022.22	377.78	0	100.00
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	19,049.40	2,394.57	415	98.10
0161052	550511	BOOKS	481,000	0	481,000	441,939.73	37,702.44	1,358	99.70
0161052	550512	BOOK PROCESSING	45,000	0	45,000	19,642.57	8,017.83	17,340	61.50
0161052	570710	IN STATE TRAVEL	500	0	500	100.87	0.00	399	20.20
0161052	570730	DUES & SUBSCRIPTIONS	1,300	0	1,300	1,145.00	0.00	155	88.10
0161052	570735	PROJECT LITERACY/TOWN	10,800	0	10,800	9,257.73	484.75	1,058	90.20
0161052	570785	COMMITTEE EXPENSES	2,600	0	2,600	647.74	240.00	1,712	34.10
0161052	570787	STAFF DEVELOPMENT	10,000	0	10,000	5,893.05	1,580.00	2,527	74.70
		Total 0161052 LIBRARY - EXPENSES	1,051,196	13,408	1,064,604	865,238.17	112,413.11	86,953	91.80
0161058	580840	BUILDING RENOVATIONS	81,000	51,919	132,919	82,962.97	48,023.77	1,932	98.50
0161058	580870	REPLACEMENT OF EQUIPMENT	20,000	0	20,000	19,982.96	0.00	17	99.90
		Total 0161058 LIBRARY - CAPITAL	101,000	51,919	152,919	102,945.93	48,023.77	1,949	98.70
		Grand Total	3,626,204	65,327	3,691,531	3,082,704.15	160,436.88	448,390	87.90

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	3,846.23	-	9,706.08	80% of int on periodicals
Whitney	3,353.88	3,353.88	102.09	-	3,455.97	
Mead	5,937.88	2,937.88	197.09	-	3,134.97	
Charles	2,625.18	2,425.18	81.97	-	2,507.15	Armenian History books
Barry	3,364.91	3,364.91	116.28	-	3,481.19	
McGuire	3,084.76	2,084.76	127.60	-	2,212.36	
W. Pierce	23,645.88	3,645.88	768.40	-	4,414.28	
MacDonald	9,312.26	4,312.26	318.79	144.72	4,486.33	Grief related books
O'Reilly	10,318.05	9,818.05	322.11	-	10,140.16	Fiction
Stone	3,679.81	3,679.81	114.86	-	3,794.67	
Campbell	5,382.56	4,382.56	168.02	-	4,550.58	Large print books
Santoro	2,266.77	666.77	70.77	-	737.54	Art
Brown	2,557.12	1,557.12	81.58	-	1,638.70	Sci-fi books
Keith	4,100.49	3,100.49	127.99	-	3,228.48	Wat history books
Drucker	2,950.48	2,950.48	92.11	-	3,042.59	Humanities books
Special Gifts	45,007.45	45,007.45	13,360.44	10,273.11	48,094.78	Unrestricted
- Cohen Fund	8,799.45	8,799.45	-	283.79	8,515.66	Cookbook and Mysteries
- Makerspace Fund	6,301.16	6,301.16	60.00	5,931.65	429.51	Makerspace expenses
- Bookmobile Fund	13,335.00	13,335.00	-	2,553.14	10,781.86	Bookmobile expenses
- Gallant Fund	-	-	20,030.85	-	20,030.85	Children's dept
Other Funds & Grants						
Kaveny	36,772.83	8,401.34	1,148.04	-	9,549.38	Benefit of the library
Masters	4,473.44	1,766.44	133.00	387.52	1,511.92	Trustees discretion
B. Pierce	1,359.62	1,359.62	59.27	-	1,418.89	Trustees discretion
LIG/MEG	195,397.22	195,397.22	152,659.48	1,146.96	346,909.74	
Revolving Printing Account	8,070.51	8,070.51	10,637.49	12,398.63	6,309.37	
Friends of Project Literacy Fundraising	42,098.59	42,098.59	20,106.00	24,308.29	37,896.30	
McCall Gift Fund	52,725.54	52,725.54	-	4,588.73	48,136.81	For children's dept only

FY23 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	170,959.11			139.06	997.36		258.80	\$ 172,354.33	\$	\$ 47,841.41	\$ 124,502.92	
30-Apr	172,354.33			37.80	762.64		(194.10)	\$ 172,960.67	\$	\$ 48,641.85	\$ 124,308.82	
31-May								\$ -	\$	\$ 48,641.85	\$ 124,308.82	
30-Jun								\$ -	\$	\$ 48,641.85	\$ 124,308.82	
FY23 TOTAL		-	-	7,107.53	(1,311.32)	-	(36,620.20)	\$ 172,960.67	\$	48,641.85	\$ 124,308.82	10.00

FUNDS USED TO PURCHASE ADDITIONAL SHARES

Burke			
	Allocated	Expenditures	Available
Teen Materials	\$ 2,813.00	\$ (2,828.87)	\$ (15.87)
Teen Programming	\$ 2,848.00	\$ (2,846.92)	\$ 1.08
Children's Materials	\$ 1,406.00	\$ (1,406.00)	\$ -
Children's Programming	\$ 8,862.00	\$ (8,696.57)	\$ 165.43
Adult Materials	\$ 1,406.00	\$ (1,406.82)	\$ (0.82)
Adult Programming	\$ 4,115.00	\$ (3,955.00)	\$ 160.00
Museums	\$ 5,000.00	\$ (4,300.00)	\$ 700.00
Movie Licenses	\$ 1,675.00	\$ (1,666.68)	\$ 8.32
Total	\$ 28,125.00	\$ (27,106.86)	\$ 1,018.14

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	\$ -	\$ 320.00	\$ (5,605.24)	\$ -
City Budget: Equip. Maint.	\$ 14,680.00	\$ -	\$ 686.53	\$ (13,764.20)	\$ 229.27
Burke	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 21,756.16	\$ 60.00	\$ 1,006.53	\$ (20,368.39)	\$ 441.24

TO: Library Trustees

FROM: Caitlin Browne, Library Director

DATE: May 31, 2023

RE: Director's Report

City/Community Meetings and Collaboration

I attended the Cultural District Planning meeting on May 10 where we discussed mission statement and goals. On May 9 and 25 I attended City budget meetings.

On May 18 I accepted the Richard E. Mastrangelo Memorial Award for preservation from the Watertown Historical Commission.

Staffing

We are still recruiting for the open Children's Librarian position.

We have made offers to candidates for the Hatch Assistant, Library Technology Operations Assistant, and Community Outreach Librarian positions.

Miscellaneous

Jamie Kallestad, Allie Fry, and Carey Conkey-Finn made a presentation at the Massachusetts Library Association annual conference.

Carey Conkey-Finn was awarded with a Watertown Youth Coalition Community Spirit Award on June 5. This award is given to people who have:

- Served as a positive influence or mentor to a Watertown Youth Coalition member or to others in the community
- Had the courage to address challenging issues that affect youth and the community
- Has actively taken steps to improve the Watertown community (in big and small ways)

Library accolades have gone international.

We've been generously awarded the following grants from the Watertown Community Foundation:

- \$5,000 for Hatch
- \$6,272 for Project Literacy
- \$2,085 for Pride

There is a reception at 6 pm on June 7 at the Mosesian Center.

Allie Fry organized a small volunteer appreciation morning for our homebound delivery volunteers to thank them for their time delivering books to our homebound patrons. Our current volunteers are:

- Trudy Nemeth (longtime volunteer who calls about half our HB patrons each week to take requests from them)
- Patti Cassidy (driver since 9/2021)
- Mary Rose (driver since 9/2021)
- Katie Patterson (driver since 10/2021)
- Kathy McGill (driver since 9/2022)

TO: Library Trustees

FROM: Caitlin Browne, Library Director

DATE: June 1, 2023

RE: Consideration and Action on Burke Allocations

We received our Charles T. Burke Fund payment from the Boston Foundation in the amount of \$31,117.80. I propose the following allocations which follow the same percentages as previous years.

Teen Materials: \$3112
Teen Programming: \$3275

Children's Materials: \$1556
Children's Programming: \$10188

Adult Materials: \$1556
Adult Programming: \$4730

Museums: \$5000
Movie Licenses: \$1700.80

From: Payments <Payments@tbf.org>
Sent: Wednesday, May 10, 2023 7:59 AM
To: 'knorton@watertown-ma.gov' <knorton@watertown-ma.gov>; Natasha Ruggeri-Koret <nruggeri-koret@watertown-ma.gov>
Subject: Details Regarding Electronic Payment

D2023-0157

Dear Friends,

It is our pleasure to inform you that The Boston Foundation has initiated an electronic payment of a Designated Fund grant from the Charles T. Burke Fund for the Watertown Free Public Library. Since the year 2000 alone, Watertown Free Public Library has been the recipient of over \$735,000 from this fund.

Please note the following details about the grant:

Grant Amount: \$31,117.80

Bank Account: Watertown Free Public Library

Account Number: xxxx7131

Purpose: for general operating support of the Watertown Free Public Library. Please note that no part of this grant should be used for salaries, expenses, reimbursements, or other benefits to the Directors or Members of the Corporation's Governing Board

You should expect to receive credit for this payment in your bank account in two to four business days.

For 100 years, the Foundation and its community of donors have made nearly \$1.5 billion in grants to thousands of nonprofit organizations in Greater Boston and beyond. These grants have responded to need, seeded innovation and, in recent years, helped change the systems that affect all of us.

When making any public announcement about this grant, we would appreciate it if you would recognize the support from the above named fund at The Boston Foundation unless indicated otherwise in the grant purpose.

If you have any other questions, please contact the Fund Administration Office at 617-338-2213 or grants@tbf.org. We offer our congratulations to you and our best wishes for continued success in your work.

Sincerely,
Lee Pelton

TO: Library Trustees

FROM: Caitlin Browne, Library Director

DATE: June 2, 2023

RE: Policy Review

Attached you will find the Social Media Policy and Rules for Public Forum as edited by City legal counsel.

Watertown Free Public Library Social Media Services Policy

Purpose:

The Watertown Free Public Library (WFPL) ~~uses is committed to using current~~ social media as an important tool. ~~Use of this technology meets a critical need~~ to inform the public about library resources and activities, increase the use of library resources and provide additional communication with members of the public. The WFPL regards social media as an information source that is in accordance with its mission of serving patrons to meet their informational, educational, cultural and recreational needs. Social media sites allow all members of the community to access ~~to~~ the resources of the WFPL without requiring a visit to the physical library.

Definition:

Social media is defined as any website or application which allows users to share information. Examples of social media are: Facebook, Instagram, Twitter, YouTube, wikis, photo sharing, video sharing, blogs, Flickr, Wordpress, and patron reviews and ratings of library materials.

Application:

The WFPL social media sites provide a limited (or designated) public forum intended for moderated discussion. To that end, ~~C~~omments, posts, and messages are permitted on designated ~~welcome on~~ WFPL social networking sites/media. While the library recognizes and respects differences in opinion, all such interactions will be regularly monitored and reviewed for content and relevancy (before publishing if possible). ~~The WFPL social media sites provide a limited (or designated) public forum intended for moderated discussion.~~ Postings which contain the following will be removed at the library staff's discretion and the poster may be precluded from posting any subsequent messages to library social networking sites, insofar as such postings are not otherwise protected by the First Amendment or other related state/federal laws:

Obscene, ~~sexist~~ or ~~racist~~ discriminatory content

Personal attacks, insults, or threatening language

Potentially libelous statements

Plagiarized or copy-written material

Violation of intellectual property rights

Private, personal information published without consent of the appropriate party

Comments totally unrelated to the content of the discussion/posts that are off-topic

Comments that have the sole purpose to annoy or harass other persons

Hyperlinks to material that is not directly related to the discussion

Approved March 6, 2012

Updated May 2, 2017

Commercial promotions, petitions ~~or~~ spam [or suspected bot activity](#)

Organized political activity

Photos or other images that fall in any of the above categories

Notwithstanding the above, the WFPL is not obligated to take such actions, and will not be responsible or liable for content posted by any subscriber in any forum, message board, or other area within our social media sites.

WFPL staff reserve the right to not publish any posting, or to remove it later. Library staff reserves the right to edit or modify postings or content, while retaining the intent of the original post. The library has right to reproduce comments, posts and messages in other public venues/library publications.

The WFPL assumes no liability regarding any event that occurs or interaction that takes place involving any participant in any library-sponsored social networking media service. The library does not endorse or review content outside the “pages” created by library staff.

As with more traditional resources, the WFPL does not act in place of, or in the absence of, a parent or guardian and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor’s use of these resources.

Library social networking sites may be terminated at any time without notice to subscribers.

Challenges to social media used by the library will be dealt with in the same manner using the library’s reconsideration policy. Patrons who are blocked and/or have had comments deleted by library staff may appeal this action, in writing, to the Director/Assistant Director of the Library within 30 days; the Director/Assistant Director will affirm or reverse the staff’s decision within 30 days after the written appeal.

Indemnification

By posting content, the patron/user agrees to indemnify the WFPL and its officers and employees from and against all liabilities, judgments and damages and costs (including attorney’s fees) incurred by any of them which arise out of or are related to the posted content.

If any user does not agree to these terms, he or she should not use the social media services.

Rules for Public Forum

At each of its regular monthly meetings the Board of Library Trustees shall include on its agenda a Public Forum. [The following guidelines have been established for comment during Public Forum, in order to ensure that meetings are efficient, productive, and comply with the Open Meeting Law as applicable.](#)

The Public Forum rules are as follows:

Any petitioner or member of the public wishing to speak must place their name on a list and identify their topic prior to the scheduled start of the meeting. The chair of the Board of Library Trustees will recognize speakers at the Public Forum in the order in which their names appear on the list.

After being recognized by the chair, the speaker must state their name and street address for the record. Comments must be kept to two (2) minutes or less, and no more than twenty (20) minutes [in total, from all speakers](#), will be devoted to Public Forum.

All remarks shall be addressed to the chair and through the chair, and shall not be addressed to any individual member of the Board of Library Trustees, city official, department head or employee, [or other persons in attendance at the meeting](#). No person having the floor shall enter into discussion either directly or through a member of the Board without the permission of the chair.

The meeting minutes will acknowledge the speakers and their topics.

The Board of Library Trustees will not respond to comments during Public Forum, but the chair may respond at a later time or include the topic on a future agenda for the Board to discuss.

[Disclaimer: Public Forum is not a time for debate or response to comments by the Board. Comments made during the Public Forum period do not reflect the views or positions of the Board. Because of constitutional principles, the Board does not have authority to prevent all speech that may be upsetting and/or offensive made during the Public Forum period.](#)

Commented [MR1]: This is fine, except I am not sure what, if anything, is to be done with the list. I presume that it is intended to aid in the preparation of minutes. However, in requiring the speaker to identify their topic in advance, is it the expectation that the chair might choose not to recognize someone based upon the topic listed? If so, this might be a possible First Amendment violation.