



## Board of Library Trustees Meeting

Thursday, September 7, 2023 at 7:00 PM

### Agenda

Pursuant to Chapter 2 of the Acts of 2023, the meeting and public hearing will be conducted with remote opportunities for participation. This meeting has only remote opportunities for participation with public access provided as listed below.

#### **ACCESS INFORMATION:**

- A. The Public may join the virtual meeting online:

Join Zoom Meeting

<https://watertown-ma.zoom.us/j/83641875399?pwd=Y2JjdFhTMXNqUWNsa3d3czY1SU1LZz09>

Meeting ID: 836 4187 5399

Passcode: 141912

Dial by your location

• 888 475 4499 US Toll-free

- 
1. Call to Order
  2. Secretary's Report
  3. Public Forum
  4. Financial Report
    - A. FY24 Budget
    - B. Burke Fund Report
    - C. HATCH Financials
  5. Chair's Report
  6. Director's Report
    - A. General Updates
  7. Old Business
  8. New Business
    - A. Discussion of Watertown resident Jamie Gordon's request for a letter of support for her FY24 Community Preservation Proposal regarding the former North Branch Library site
    - B. Consideration and Action on Staff Development Day
  9. Requests for Information and Responses

10. Date of next meeting
11. Adjournment

**FY24 YEAR TO DATE BUDGET REPORT**

| ORG         | OBJ    | ACCOUNT DESCRIPTION                 | ORIGINAL APPROP | TRANFRS/ADJSMNTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|-------------|--------|-------------------------------------|-----------------|------------------|----------------|--------------|--------------|------------------|--------|
| 0161051     | 510111 | FULL TIME SALARIES                  | 1,764,122       | 0                | 1,764,122      | 252,061.26   | 0.00         | 1,512,061        | 14.30  |
| 0161051     | 510112 | PART TIME SALARIES                  | 695,745         | 0                | 695,745        | 96,271.62    | 0.00         | 599,473          | 13.80  |
| 0161051     | 510130 | OVERTIME                            | 30,000          | 0                | 30,000         | 5,922.68     | 0.00         | 24,077           | 19.70  |
| 0161051     | 510141 | SHIFT DIFFERENTIAL                  | 4,959           | 0                | 4,959          | 760.00       | 0.00         | 4,199            | 15.30  |
| 0161051     | 510143 | LONGEVITY                           | 29,927          | 0                | 29,927         | 0.00         | 0.00         | 29,927           | 0.00   |
| 0161051     | 510190 | CLOTHING ALLOWANCE                  | 2,925           | 0                | 2,925          | 1,462.75     | 0.00         | 1,462            | 50.00  |
| 0161051     |        | Total 0161051 LIBRARY - PERS. SVCS. | 2,527,678       | 0                | 2,527,678      | 356,478.31   | 0.00         | 2,171,200        | 14.10  |
| 0161052     | 520211 | ELECTRICITY                         | 152,334         | 0                | 152,334        | 0.00         | 0.00         | 152,334          | 0.00   |
| 0161052     | 520213 | GAS                                 | 41,557          | 0                | 41,557         | 0.00         | 0.00         | 41,557           | 0.00   |
| 0161052     | 520240 | OFFICE EQUIPMENT MAINTENANCE        | 19,379          | 0                | 19,379         | 2,888.48     | 2,961.32     | 13,529           | 30.20  |
| 0161052     | 520241 | BUILDING MAINTENANCE                | 44,451          | 0                | 44,451         | 2,353.00     | 3,512.98     | 38,585           | 13.20  |
| 0161052     | 520244 | COMPUTER MAINTENANCE                | 95,037          | 0                | 95,037         | 3,423.83     | 44,422.12    | 47,191           | 50.30  |
| 0161052     | 530327 | REGIONAL LIBRARY SERVICES           | 88,105          | 0                | 88,105         | 88,105.00    | 0.00         | 0                | 100.00 |
| 0161052     | 530342 | COMMUNICATIONS - POSTAGE            | 1,740           | 0                | 1,740          | 0.00         | 1,740.00     | 0                | 100.00 |
| 0161052     | 530383 | PROGRAM SERVICES                    | 9,000           | 0                | 9,000          | 725.00       | 0.00         | 8,275            | 8.10   |
| 0161052     | 540421 | OFFICE SUPPLIES                     | 12,000          | 0                | 12,000         | 1,108.56     | 9,880.08     | 1,011            | 91.60  |
| 0161052     | 540422 | PRINTING & FORMS                    | 8,000           | 0                | 8,000          | 1,188.00     | 3,812.00     | 3,000            | 62.50  |
| 0161052     | 540425 | PROGRAM SUPPLIES                    | 1,000           | 0                | 1,000          | 97.64        | 300.00       | 602              | 39.80  |
| 0161052     | 540430 | BUILDING MAINTENANCE SUP.           | 17,860          | 0                | 17,860         | 618.12       | 386.21       | 16,856           | 5.60   |
| 0161052     | 550511 | BOOKS                               | 485,000         | 0                | 485,000        | 76,211.78    | 240,311.86   | 168,476          | 65.30  |
| 0161052     | 550512 | BOOK PROCESSING                     | 48,500          | 0                | 48,500         | 2,655.33     | 21,712.11    | 24,133           | 50.20  |
| 0161052     | 570710 | IN STATE TRAVEL                     | 500             | 0                | 500            | 0.00         | 0.00         | 500              | 0.00   |
| 0161052     | 570730 | DUES & SUBSCRIPTIONS                | 1,300           | 0                | 1,300          | 0.00         | 750.00       | 550              | 57.70  |
| 0161052     | 570735 | PROJECT LITERACY/TOWN               | 10,800          | 0                | 10,800         | 169.11       | 2,533.89     | 8,097            | 25.00  |
| 0161052     | 570785 | COMMITTEE EXPENSES                  | 2,600           | 0                | 2,600          | 955.02       | 484.00       | 1,161            | 55.30  |
| 0161052     | 570787 | STAFF DEVELOPMENT                   | 10,000          | 0                | 10,000         | 249.00       | 0.00         | 9,751            | 2.50   |
| 0161052     |        | Total 0161052 LIBRARY - EXPENSES    | 1,049,163       | 0                | 1,049,163      | 180,747.87   | 332,806.57   | 535,609          | 48.90  |
| 0161058     | 580840 | BUILDING RENOVATIONS                | 81,000          | 0                | 81,000         | 0.00         | 18,029.00    | 62,971           | 22.30  |
| 0161058     | 580870 | REPLACEMENT OF EQUIPMENT            | 20,000          | 0                | 20,000         | 0.00         | 1,044.00     | 18,956           | 5.20   |
| 0161058     |        | Total 0161058 LIBRARY - CAPITAL     | 101,000         | 0                | 101,000        | 0.00         | 19,073.00    | 81,927           | 18.90  |
| Grand Total |        |                                     | 3,677,841       | 0                | 3,677,841      | 537,226.18   | 351,879.57   | 2,788,735        | 24.20  |

## FY24 Funds and Grants

| Fund or Grant                           | 7/1/2022   | Available to<br>spend balance<br>as of 7/2/2022 | Deposits YTD | Expended<br>YTD | Current<br>available<br>balance | Notes                     |
|-----------------------------------------|------------|-------------------------------------------------|--------------|-----------------|---------------------------------|---------------------------|
| <b>Book Funds</b>                       |            |                                                 |              |                 |                                 |                           |
| Pratt (includes Pratt Stock)            | 143,338.46 | TBD                                             | 797.05       | -               | TBD                             | 80% of int on periodicals |
| Whitney                                 | 2,698.84   | 2,698.84                                        | 12.29        | 17.70           | 2,693.43                        |                           |
| Mead                                    | 6,088.42   | 3,088.42                                        | 24.84        | -               | 3,113.26                        |                           |
| Charles                                 | 2,687.80   | 2,487.80                                        | 10.33        | -               | 2,498.13                        | Armenian History books    |
| Barry                                   | 3,453.73   | 3,453.73                                        | 14.66        | -               | 3,468.39                        |                           |
| McGuire                                 | 3,182.24   | 2,182.24                                        | 16.07        | -               | 2,198.31                        |                           |
| W. Pierce                               | 24,232.83  | 4,232.83                                        | 96.83        | -               | 4,329.66                        |                           |
| MacDonald                               | 9,381.92   | 4,381.92                                        | 39.50        | 14.02           | 4,407.40                        | Grief related books       |
| O'Reilly                                | 10,564.10  | 10,064.10                                       | 40.59        | -               | 10,104.69                       | Fiction                   |
| Stone                                   | 3,767.54   | 3,767.54                                        | 14.47        | -               | 3,782.01                        |                           |
| Campbell                                | 5,510.90   | 4,510.90                                        | 21.18        | -               | 4,532.08                        | Large print books         |
| Santoro                                 | 2,320.84   | 720.84                                          | 8.91         | -               | 729.75                          | Art                       |
| Brown                                   | 2,619.42   | 1,619.42                                        | 10.28        | -               | 1,629.70                        | Sci-fi books              |
| Keith                                   | 4,198.24   | 3,198.24                                        | 16.13        | -               | 3,214.37                        | Wat history books         |
| Drucker                                 | 3,020.84   | 3,020.84                                        | 11.61        | -               | 3,032.45                        | Humanities books          |
| Special Gifts                           | 46,255.79  | 46,255.79                                       | 890.88       | -               | 47,146.67                       | Unrestricted              |
| - Cohen Fund                            | 8,412.00   | 8,412.00                                        | -            | 129.67          | 8,282.33                        | Cookbook and Mysteries    |
| - Makerspace Fund                       | 5,029.51   | 5,029.51                                        | -            | 560.00          | 4,469.51                        | Makerspace expenses       |
| - Bookmobile Fund                       | 10,781.86  | 10,781.86                                       | -            | 1,070.30        | 9,711.56                        | Bookmobile expenses       |
| - Gallant Fund                          | 20,030.85  | 20,030.85                                       | -            | -               | 20,030.85                       | Children's dept           |
| <b>Other Funds &amp; Grants</b>         |            |                                                 |              |                 |                                 |                           |
| Kaveny                                  | 37,649.78  | 9,278.29                                        | 144.66       | -               | 9,422.95                        | Benefit of the library    |
| Masters                                 | 4,188.77   | 1,481.77                                        | 16.10        | -               | 1,497.87                        | Trustees discretion       |
| B. Pierce                               | 1,404.90   | 1,404.90                                        | 7.46         | -               | 1,412.36                        | Trustees discretion       |
| LIG/MEG                                 | 346,909.74 | 346,909.74                                      | -            | -               | 346,909.74                      |                           |
| Revolving Printing Account              | 2,663.62   | 2,663.62                                        | 2,518.62     | 284.21          | 4,898.03                        |                           |
| Friends of Project Literacy Fundraising | 39,634.30  | 39,634.30                                       | 13,000.00    | -               | 52,634.30                       |                           |
| McCall Gift Fund                        | 47,998.71  | 47,998.71                                       | -            | -               | 47,998.71                       | For children's dept only  |

| <b>Burke</b>           |                     |                       |                     |
|------------------------|---------------------|-----------------------|---------------------|
|                        | <b>Allocated</b>    | <b>Expenditures</b>   | <b>Available</b>    |
| Teen Materials         | \$ 3,112.00         | \$ -                  | \$ 3,112.00         |
| Teen Programming       | \$ 3,275.00         | \$ (2,199.69)         | \$ 1,075.31         |
| Children's Materials   | \$ 1,556.00         | \$ -                  | \$ 1,556.00         |
| Children's Programming | \$ 10,188.00        | \$ (5,485.57)         | \$ 4,702.43         |
| Adult Materials        | \$ 1,556.00         | \$ -                  | \$ 1,556.00         |
| Adult Programming      | \$ 4,730.00         | \$ (1,686.89)         | \$ 3,043.11         |
| Museums                | \$ 5,000.00         | \$ (1,650.00)         | \$ 3,350.00         |
| Movie Licenses         | \$ 1,700.80         | \$ -                  | \$ 1,700.80         |
| <b>Total</b>           | <b>\$ 31,117.80</b> | <b>\$ (11,022.15)</b> | <b>\$ 20,095.65</b> |

## FY24 HATCH Summary

|                                    | July 1 Allocation   | Adjustments (new funds added) | Encumbrances       | Expenditures         | Available funds     |
|------------------------------------|---------------------|-------------------------------|--------------------|----------------------|---------------------|
| Special Gifts                      | \$ -                | \$ -                          | \$ -               | \$ -                 | \$ -                |
| LIG/MEG                            | \$ -                | \$ -                          | \$ -               | \$ -                 | \$ -                |
| Building Committee                 | \$ 27.28            | \$ -                          | \$ -               | \$ -                 | \$ 27.28            |
| Watertown Commuty Foundation Grant | \$ 5,029.51         | \$ -                          | \$ 400.00          | \$ (720.00)          | \$ 3,909.51         |
| City Budget: Equip. Maint.         | \$ 14,680.00        | \$ -                          | \$ 2,432.18        | \$ (3,005.28)        | \$ 9,242.54         |
| Burke                              | \$ -                | \$ -                          | \$ -               | \$ -                 | \$ -                |
| <b>Totals</b>                      | <b>\$ 19,736.79</b> | <b>\$ -</b>                   | <b>\$ 2,832.18</b> | <b>\$ (3,725.28)</b> | <b>\$ 13,179.33</b> |

TO: Library Trustees  
FROM: Theresa Maturevich, Interim Library Director  
DATE: September 5, 2023  
RE: Interim Director's Report

## City/Community Meetings and Collaboration

I attended the Watertown Arts Market on August 19. Several library staff and volunteers were present along with the bookmobile and Hatchmobile.

Incoming director Kim Hewitt and I met with George Proakis, Emily Monea, and Steve Magoon in August as part of a monthly check-in between City Hall and city departments.

The city installed a new phone system on August 11. We are still working on clearing up lingering issues, but I've been in regular contact with IT and MDCOM.

## ARIS

The Annual Report Information Survey (ARIS) has been submitted and the Financial Report which is due next month is complete. We will have Kim review it when she begins before submitting it.

## FY24 Action Plan

The FY24 Action Plan has been revised in light of what was and was not completed in FY23.

## Project Literacy

Project Literacy classes will begin all their classes for the year the week of September 11. Classes will be held at the Watertown Middle School, at the library, or online.

## Program Highlights

Multicultural Fest took place on August 3 at Saltonstall Park. We had a great crowd of over 400 at Saltonstall Park including families and adults of all ages, including many seniors.

WCVB's Chronicle will be visiting the library on Tuesday, September 5 to film the building. On Thursday, September 7 producer Lisa Thalhamer and a videographer will film an interview with Caroline Littlewood and a WCMP participant in the Local History Room.

## Facilities

I've been meeting regularly with Denise Moroney, the new director of Public Buildings to review outstanding building maintenance concerns.

- The exterior ADA doors have been repaired those the parking lot door may need additional work.
- There will be a replacement door and some weather proofing added to the Thaxter St entrance after some flooding in early August.
- The elevator has had a number of issues in the last few months. They think they've figured out the cause and it should be repaired in the coming weeks.

## Staffing

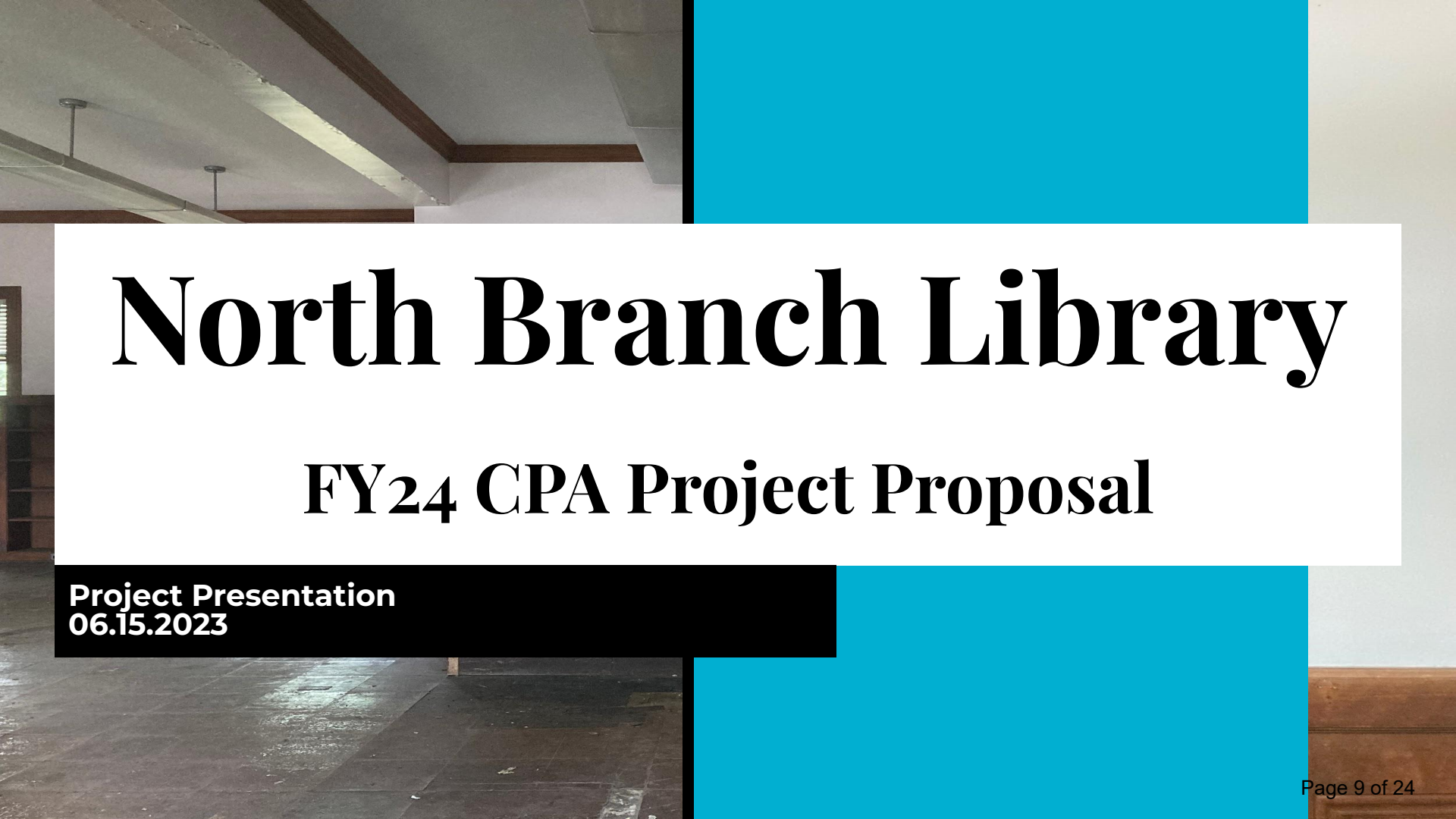
Francesca Bester will be starting in the Children's Department on Tuesday, September 5 as a full-time Children's Librarian.

Kim Hewitt will be starting as library director on Monday, September 11. She will be out Tuesday September 12 for jury duty.

We also have tentative start dates for several substitutes:

- Rowan Wheeler is starting as a Circulation temp on 9/11
- Rowyn (Winnie) Davis is starting as a Teen and Reference temp on 9/11
- Brianna Perez is starting as a Circulation temp on 9/13

We have posted for a Part-Time Reference Librarian as well.



# North Branch Library

## FY24 CPA Project Proposal

**Project Presentation**  
**06.15.2023**

The image shows the exterior of a brick building with a white-painted doorway and steps. A yellow rectangular box with the text 'Project Idea' is overlaid on the left side of the image. The building has a brick facade and a white-painted doorway with a small arched pediment above it. There are concrete steps leading up to the doorway, and a black metal railing is visible on the right side of the steps. Green foliage is visible on the left side of the image.

# Project Idea

## **Transform the vacant North Branch Library building and surrounding open space:**

- Stabilize the existing brick building and make it an open, conditioned space for community events.
- Create a curb cut and parking space to accommodate the Watertown Library Book Mobile.
- Transform the surrounding open space into a pocket park with native plantings and a community garden area—preserving as many of the existing trees and established plants as possible.

# Building Concept

- Stabilize the existing brick building (upper right) and make it an open, conditioned space for community events.
- Draw inspiration from the SoWa Power Station (lower right) for the interior design.
- By starting with an open-concept design, the space has the flexibility to be used by multiple city departments (WFPL, WPS, Senior Center, etc.) as well as local non-profits (Watertown Family Network, JF&CS, etc.).



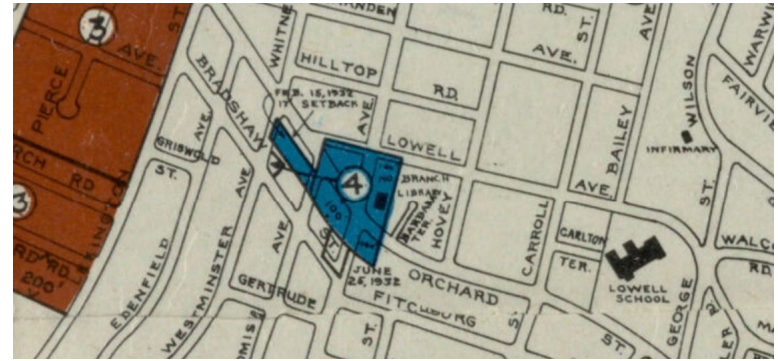
***North Branch Library, Watertown***



***Sowa Power Station, South Boston***

# Landscape Design

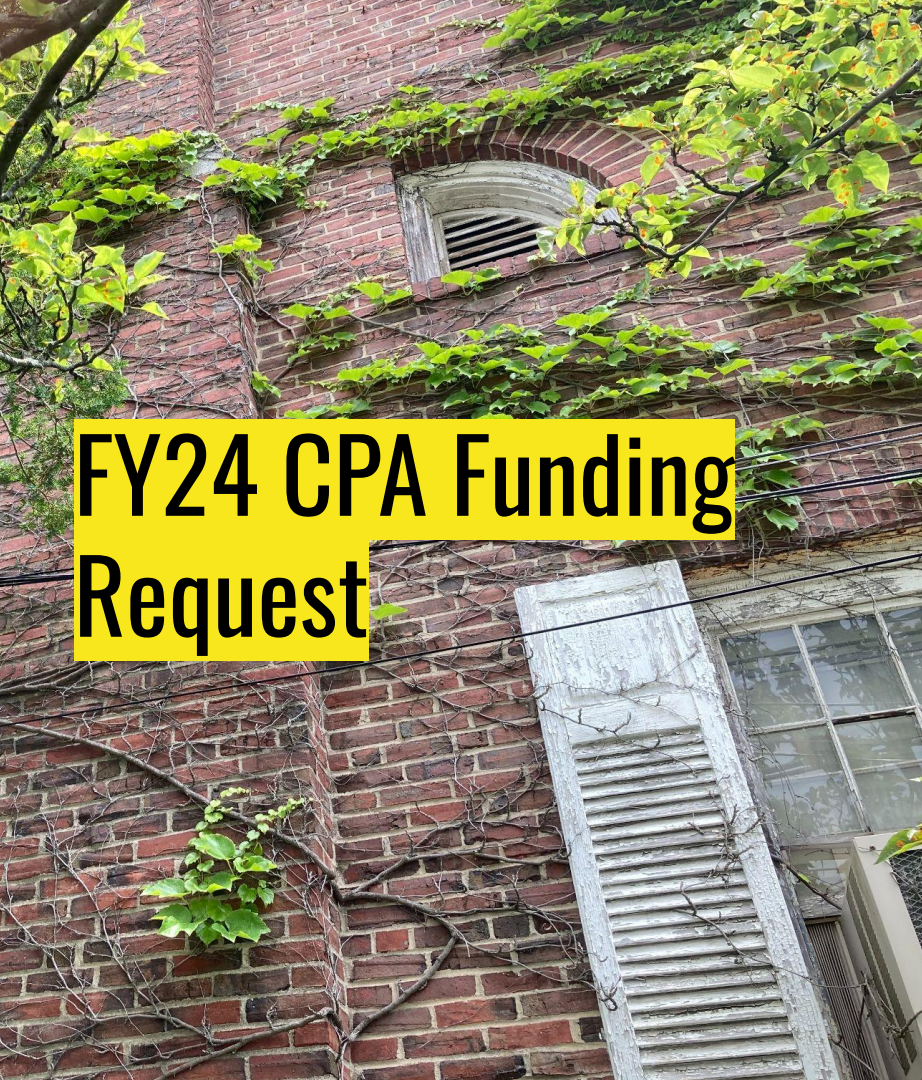
- Utilizing the city-owned open space around the North Branch Library (upper right) for a pocket park with a community garden conforms with the existing open space/conservation zoning for this parcel.
- Native plantings that are appropriate for this space will provide benefits to the existing shade trees and other established plants.
- Adding a community garden element (lower right) to the landscape design will ensure the park is visited frequently by community members.



***Detail of 1948 Zoning Map of Watertown***



***Union Market Community Garden, Watertown***



# FY24 CPA Funding Request

## Project seed funding request for:

- Structural engineer to assess condition of the North Branch Library building.
- Arborist to assess condition of current trees and established plants.
- Historic building and landscape architects to develop plans and budgets for building preservation and open space transformation.
- Facilitated community meetings to review proposed plans.
- Additional funds to be used for updating plans based on community feedback.

## How does this project align with CPC guiding principles?

- Situated on the corner of Waverley Avenue and Orchard Street, the North Branch Library building and surrounding open space is **publicly visible**.
- The proposed project idea will incorporate **sustainable environmental design and practices for the long-term maintenance of this resource**.
- The proposed project will address three of the four CPA allowable spending purposes—**open space, outdoor recreation and historic preservation**.
- The rehabilitation of the North Branch Library building and preservation of the surrounding open space will **serve as a catalyst for transformative change to enhance the aesthetics, connectivity and quality of life in the community**.



# North Branch Library

**Watertown Historical Commission**  
**7.13.23**

# Historical Timeline

**1881-82**

Land on the corner of White (now Waverley Avenue) and Orchard Streets is gifted to Watertown by Mable Lowell Burnett, the only surviving child of poet James Russell Lowell and abolitionist Maria White Lowell. The Sturgis and Brigham-designed Lowell School building opens in 1882.

**1941**

On March 31st, the town allocates \$19,750 for remodeling of the North Branch Library. The **remodeled** building opens to the public on November 2nd.

**1927**

The new Lowell School building opens at its present location on the corner of Orchard and George Streets in March. On June 28th, the town votes to transfer ownership of the old Lowell School building to the Library Trustees and allocates \$3,000 to **refurbish** the building, which becomes the North Branch Library.

**2006**

On June 30th, the North Branch Library closes. Ownership of the building and land is transferred from the Library Trustees to the town. The building remains vacant to this day.

# The North Branch Library may be older than you think

- The building that stands on the corner of Orchard Street and Waverley Avenue today is likely the original Lowell School building, not a newer building as indicated by secondary sources.
- The [WFPL Timeline](#) states that the 1882 building was demolished in 1926, while [an image description on Digital Commonwealth](#) places the demolition in 1940.
- Documents in the WFPL local history collection and information in the Annual Watertown Reports indicate that the 1882 building was **refurbished** in 1927 and **extensively remodeled** in 1941, but not demolished.

# 1882 Construction - Sturgis & Brigham Design



- On July 22, 1881, a committee was appointed by the town to acquire the land on the corner of White (now Waverley Avenue) and Orchard Streets from Mable Lowell Burnett, and erect a school building on the site ([1882 Annual Watertown Report](#) 46-47).
- The building was designed by “Messrs. Sturgis and Brigham, whose names are sufficient guarantee for the excellence of their plans” (ibid. 46). Sturgis and Brigham, who designed the MFA in Copley Square, were paid \$50 for their plans (ibid. 47),
- The town appropriated \$3,000 for the construction of the building, which went over budget by \$70.73 (ibid. 47).

A black and white photograph of the interior of a library. In the foreground, there are several wooden tables and chairs. Some tables have books and papers on them. In the background, there are tall bookshelves filled with books. The ceiling has a decorative pattern.

# 1927 Refurbishment - Lowell School becomes North Branch Library

- In March 1927, the new Lowell School building on the corner of Orchard and George Streets opens (The Watertown Sun). The new school contained 12 classrooms compared to 2 in the 1882 building ([1927 Annual Watertown Report](#) 588).
- On June 28, 1927, the town transfers ownership of the old Lowell School building from the School Department to the Library Trustees and allocates \$3,000 to **refurbish** the building (ibid. 275).
- On September 12, 1927, the North Branch Library opens in one of the rooms inside the old Lowell School building. The new library branch was furnished with refinished pieces from the old East Branch Library (ibid. 654).

# 1941 Remodel - Arland Augustus Dirlam Design

In 1940, the town appropriates \$300 to have Arland A. Dirlam develop architectural plans (1940 Annual Watertown Report 166).

Dirlam's remodel plans include removing the gable, adding a masonry exterior, creating a new entryway, and new windows.



# 1941 Remodel Grand Reopening



- On March 31, 1941, participants in a special town meeting voted by unanimous consent to appropriate \$19,750 for the purpose of **remodeling** the North Branch Library. ([1941 Annual Watertown Report](#) 47).
- James S. Smith of Newton, MA was selected as the general contractor (WFPL Local History Collection) and charged with following the plans and specifications developed by **Arland A. Dirlam** (ibid).
- On November 2, 1941, the Library Trustees hold a gala open house. Per their report, “Visitors from all parts of the town came that day and expressed their delight in the new building, **for it certainly has the appearance of being an entirely new building**” ([1941 Annual Watertown Report](#) 139).

# Why wasn't this building demolished?

## **Transforming the old Lowell School into the North Branch Library made practical sense.**

In 1927, the town had just completed the new 12-room Lowell School ([1927 Annual Watertown Report](#) 588), built the new East Branch Library on Mount Auburn Street (ibid. 646), and was planning an 10-room addition to the Hosmer School (ibid. 588). By refurbishing the old Lowell School building and repurposing furniture from the old East Branch, the town gained a new branch library “at very small expense” (ibid. 654).

## **Remodeling the North Branch was less expensive than building a new building.**

For the sum of \$19,750, plus \$300 for the architectural plans, the town obtained a building that had the appearance of being “entirely new” ([1941 Annual Watertown Report](#) 139) In 1941, the US was emerging from the Great Depression and headed into WWII. The remodeled North Branch Library reopened on November 2, 1941—less than a month before Pearl Harbor. Economic concerns may have steered town leaders towards remodeling the building as opposed to demolishing it and building new.

# Historical Significance

- The building was originally designed by John Hubbard Sturgis and Charles Brigham. Despite extensive remodeling, this structure may potentially retain some elements of Sturgis and Brigham's design.
- The 1941 remodel was designed by Arland Augustus Dirlam—a notable ecclesiastical architect who also designed several buildings on Tufts' Medford campus.
- The evolution of this building marks important points in Watertown's history—from the population boom on the north end of town in the 1920s that necessitated a new, larger school building, to its economical remodeling on the eve of WWII, and its eventual closure in 2006 when the Main Branch was expanded ([2006 Annual Watertown Report](#) 12).

## Works Cited

1882 Annual Watertown Report, Fred G. Barker, 1882.

1927 Annual Watertown Report, The Murray Printing Company, 1928.

1941 Annual Watertown Report, Leroy S. Eaton, 1942.

2006 Annual Watertown Report, 2007.

Historical Society of Watertown, Watertown Enterprise and The Watertown Sun Newspaper Headlines, 2011.

North Branch Library Records, Watertown Free Public Library Local History Collection, Watertown, Mass.