



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

MEETING MINUTES

1. Call to Order @ 7:05 PM
Attendees: Chair Hammonds, Vice Chair Ferguson, Trustee Su, Trustee Young, Trustee Kokoros, Director Browne, Assistant Director Maturevich, Trustee Keary

Documents used and/or referred to during this meeting include the following: May 2, 2023 Meeting Minutes; May 16, 2023 Meeting Minutes; FY23 Year to Date Budget; FY23 Funds and Grants; FY23 Griffin Fund Report; Burke Fund; FY23 HATCH Summary; Library Director's Report; Consideration and Action on Burke Allocations; Social Media Policy Review; Draft/revisions Rules for Public Forum

2. Secretary's Report
 - A. Minutes of May 2, 2023 Meeting-under secretaries report delete "tut" typo; delete #5 Chair's report (amend copy-pasted motion to approve financial report to approving director's report)
 - B. Minutes of May 16, 2023 Special Meeting
 - Motion to approve May 2nd meeting minutes as amended and May 16th meeting minutes; seconded; passed unanimously
3. Public Forum: no comments
4. Financial Report
 - A. FY23 Budget
 - B. Burke Fund Report
 - C. HATCH Financials
 - Motion accept financial report as read; seconded; approved unanimously
 - D. Consideration and Action on Granting the Treasurer the Authority to Make Transfers Through the End of FY23
 - Motion to allow the Treasurer to make transfers through the end of FY23; seconded; passed unanimously
5. Chair's Report
 - 2 people have pulled papers to run for Library Trustee; 3 seats available

6. Director's Report
 - A. General Updates
 - B. Consideration and Action on Burke Allocations
 - Motion to accept Burke Fund Allocations; seconded; passed unanimously
 - C. Staffing
 - D. Awards
 - E. Homebound Delivery Volunteer Appreciation
7. New Director Search
 - A. Updates: job description and announcement posted widely, 5 applicants to date
 - B. Consider community member applicants to the Preliminary Screening Committee and VOTE to select two members and two alternates
 - Motion to nominate Daniel Pritchard and Arun Sannuti as 2 community members of preliminary screening committee with Sarah Murphy-Holroyd as back up should scheduling conflicts arise; Trustee Su is authorized to outreach and coordinate schedules; seconded; passed unanimously
 - C. Consider library employee applicants to the Preliminary Screening Committee and VOTE to appoint one staff member
 - Motion to nominate Carey Conkey-Finn as the library employee member of the preliminary screening committee pending other applications; seconded; passed unanimously
 - D. VOTE to appoint two Trustees to the Preliminary Screening Committee and decide who will chair the initial meeting
 - Motion for Sara Keary and Rosemary Su to be two trustees to serve on Preliminary Screening Committee; seconded; passed unanimously
 - Motion to elect Sara Keary to chair initial meeting; seconded; passed unanimously
8. Interim Director Search
 - A. Updates: Currently no applicants to date, Chair Hammonds will continue to pursue contract with Bibliotemps
9. Old Business
 - A. Consideration and Action on Social Media Policy
 - Motion to approve the Social Media Policy; seconded; passed unanimously
 - B. Consideration and Action on Rules for Public Forum
 - Motion to approve Rules for Public Forum as amended; seconded; passed unanimously
10. New Business
 - Library Director Finalist interviews will be held in person and the meeting will be available for community members to access via Zoom
11. Requests for Information and Responses
 - None
12. Date of next meeting: Zoom meeting Monday, June 12th at 7 PM; Next monthly meeting is scheduled for Wednesday, July 5th
13. Adjournment @ 8:30 PM
 - Motion to adjourn; seconded; passed unanimously