



Board of Library Trustees Meeting
Tuesday, December 12, 2023 at 7:00 PM
Raya Stern Trustees Room - Watertown Free Public
Library
123 Main Street, Watertown, Massachusetts 02472

MEETING MINUTES

Documents used and/or referred to during this meeting include the following: Meeting Minutes from November 8, 2023 meeting; FY24 Year to Date Budget Report; FY24 Funds and Grants; FY24 Griffin Fund Report; Burke Fund Report; FY24 HATCH Summary; Director's Report; Cover Letters and Resumes for Deanne England and Carolyn Graber

1. Call to Order @ 7:02 PM
Roll call attendance: Chair Hammonds, Trustee Su, Trustee Kokoros, Trustee Ferguson, Trustee Young, Trustee Keary, Director Hewitt, Assistant Director Maturevich
2. Secretary's Report
 - A. November 8, 2023 Meeting Minutes
Motion to accept secretary's report; seconded; passed unanimously
3. Public Forum
4. Financial Report
 - A. FY24 Budget
 - B. Burke Fund Report
 - C. HATCH Financials
Motion to approve financial report; seconded; passed unanimously
5. Chair's Report
6. Director's Report
 - A. General Updates
 - B. Director Hewitt gave general updates and discussed some of the latest library news and programming highlights with the Board. There was a discussion about the library's schedule over the end-of-year holidays and the difficulty in scheduling staff for certain days. As of now, both Saturday, December 23rd and Sunday December 31st are covered, but if anyone calls out sick the library may need to close early. Director Hewitt will reach out to Chair Hammonds if there is a need to close the library either day due to absence. Director Hewitt and Assistant Director Maturevich both said that finding temporary staff to cover certain times has been challenging throughout the year, especially on holiday weekends. In the future, the Director and the Board may review holiday schedules in advance and consider closing additional days around major holidays, as necessary, especially when holiday eves are on a Saturday or Sunday.

7. Old Business
 - A. ARPA Update: pending decision
8. New Business
 - A. New Employee Introductions: Carolyn Graber and Deanne England both in Circulation department full-time
 - B. Budget Update: Submission of two Capital Items for Building Renovations and Replacement of Equipment for FY 2029; no updates for operating budget for FY 2025
 - C. Strategic Planning Process: Consideration to initiate by end of early Fall 2024
 - D. Orientation/Tours with the Director: For new and current trustees
9. Requests for Information and Responses: None
10. Date of next meeting: Wednesday January 10, 2024 @ 7 PM
11. Adjournment @ 8:18 PM
Motion to adjourn; seconded; passed unanimously