



Board of Library Trustees Meeting
Wednesday, January 10, 2024 at 7:00 PM
Lucia Mastrangelo Meeting 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 December 12, 2023 meeting; FY24 Year to Date Budget Report; FY24 2nd Quarter YTD Budget Breakdown; FY24 Funds and Grants; Griffin Fund Report; Burke Fund Report; FY24 HATCH Summary; Director Hewitt's Donations Memo; Cover Letter and CV for Steven K. Butzel; Director's Report; Budget Narrative FY25; City of Watertown Next Year Budget Comparison Report; WFPL Employee List; Supplies and Services Expenditures Worksheet Fiscal Year 2025; Operating Capital Expenditure Worksheet Fiscal Year 2025; Request for Additional Funding Fiscal Year 2025; Special Revenue & Expendable Trust Worksheets for Fiscal Year 2025; Departmental Licenses, Permits & Fees Worksheet Fiscal Year 2025; Director Hewitt New Business Requests Memo

1. Call to Order @ 7:05 PM

Attendance by roll call: Chair Hammonds, Trustee Kokoros, Trustee Murphy-Holyroyd, Trustee Su, Trustee Young, Trustee Keary, Director Hewitt, Assistant Director Maturevich

2. Election of Officers: Nominations by motion; each passed unanimously

- a. Secretary: Trustee Su
- b. Treasurer: Trustee Kokoros
- c. Vice Chair: Maja Young
- d. Chair: Chair Hammonds

3. Secretary's Report

- A. December 12, 2023 Meeting Minutes-to be amended and approved next month

3. Public Forum: None

5. Financial Report

- A. FY24 Budget
- B. Burke Fund Report
- C. HATCH Financials

Motion to accept financial report; seconded; passed unanimously

D. Consideration and Action on Acceptance of Donations

Motion to accept donations as listed in Director Hewitt's Donations Memo; seconded; passed unanimously

6. Chair's Report

7. Director's Report
 - A. New Employee Introduction: Steven Butzel, part time reference librarian
 - B. General Updates
8. Old Business: None
9. New Business
 - A. Consideration and Action on FY25 Budget Proposal
Motion to approve the Budget Proposal for FY25; seconded; passed unanimously
 - B. Consideration and Action on Staff Day Closing Request
Motion to approve closing of the library for staff development day on May 15, 2025;
seconded; passed unanimously
 - C. Consideration and Action on using \$800 from Trustee Expenses to purchase staff sweatshirts
Motion to approve \$800 from Trustee Expenses to purchase staff sweatshirts;
seconded; passed unanimously
10. Requests for Information and Responses: None
11. Date of next meeting: Tuesday, February 6, 2024 @ 7 PM
12. Adjournment @ 8:30 PM
Motion to adjourn; seconded; passed unanimously