



Board of Library Trustees Meeting
Tuesday, March 5, 2024 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 February meeting; FY24 Year to Date Budget Report; FY24 Funds and Grants; FY24 Griffin Fund Report; Burke Fund Report; FY24 HATCH Summary; Director's Report; Draft RFP for library café; WFPL Teen marketing brochure; MLBLC Legislative Agenda.

1. Call to Order @ 7:05PM
 - a. Roll call attendance: Chair Hammonds, Trustee Su, Trustee Kokoros, Trustee Murphy-Holroyd, Trustee Keary, Director Hewitt, Assistant Director Maturevich
 - b. Not present: Trustee Young
2. Secretary's Report
 - a. February 6, 2024, Meeting Minutes
 - b. Motion to approve the minutes by Trustee Kokoros, seconded by Trustee Keary, motion passed unanimously.
3. Red Leaf café update.
 - a. Donald reports business now at pre-pandemic levels.
 - b. Showed financial statement from the last quarter to Director Kim.
 - c. Importance of Café for teenagers and other library patrons.
4. Public Forum
 - a. None.
5. Financial Report
 - a. FY24 Budget - Most budget looks as expected aside from gas, which might be delayed due to the submission process to the city.
 - b. Burke Fund Report
 - c. HATCH Financials
 - d. Motion to approve financial report by Trustee Keary, seconded by Trustee Murphy-Holroyd, motion passed unanimously.
6. Chair's Report
 - a. Reminded all trustees about open meeting law training.
7. Director's Report
 - a. General Updates
 - b. Met with City Manager Proakis regarding library budget request for FY 25
 - c. Participated in Watertown Cares kickoff meeting.
 - d. Project Literacy training expanded.
 - e. Some challenges with facility maintenance work.
 - f. Watertown Library is hosting a Legislative Breakfast on March 22 at 8:30AM.
8. Old Business

- a. Updated various sections of the Café RFP and added review comments from the health department.
 - b. RFP draft is ready for submission to the procurement office.
 - c. Motion to approve the Café RFP as drafted by Trustee Keary, seconded by Trustee Kokoros, motion passed unanimously.
- 9. New Business
 - a. None
- 10. Requests for Information and Response
 - a. None
- 11. Date of next meeting April 3, 2024, 7PM
 - a. Online
- 12. Executive Session 7:50PM
 - a. Enter into Executive Session Pursuant to G.L. c. 30A, Sec. 21(A)(3), To Discuss Strategy with Respect to Collective Bargaining with the Library Union, as an Open Meeting May Have a Detrimental Effect on the City's Bargaining Position. Not to return to open session.
 - b. Trustee Hammond made a motion to go into executive session, seconded and motion approved by roll call.
- 13. Adjournment of Executive session @9:01PM
 - a. Trustee Keary motioned to adjourn the meeting, seconded by Trustee Kokoros, motion passed by roll call.