

**Trustees of the
Watertown Free Public Library
February 7, 2017**

Present: Sheppard Ferguson, Leanne Hammonds, Penelope Peoples, Raya Stern, Carol Tierney, Timothy Tracy, Trustees; Leone Cole, Director; Caitlin Browne, Assistant Director

Absent: Leanne Hammonds

Mr. Tracy brought the meeting to order at 7:02 PM. Samantha Dudley of Watertown Cable Access filmed the meeting. A round of introductions took place.

Public Forum: No one signed up to speak.

Secretary's Report: Ms. Peoples moved to accept the [January 11, 2017 minutes](#), as amended; Ms. Stern seconded. All voted in favor.

Mr. Tracy took the meeting out of order to accommodate guests invited to the meeting.

1. New employee introductions: *Emanuel DePina* is our new full-time custodian. Emanuel began working at age sixteen, ran a KFC franchise for many years then took time to think about what he wanted to do next. After completing a building maintenance course, he was a custodian at a temple in Newton and a cook for Newton public schools where he still works as a temp.

Philippa Biggers is the new director of Project Literacy. A former mortgage banker, Philippa started the ESL program in Wellesley, which now offers 24 classes to some 200 students. She welcomes the challenge of Watertown's larger and more diverse program.

2. Request for use of images in a book: Cara Marcus attended the meeting to explain her book project. Ms. Marcus is the author of a pictorial history of Faulkner Hospital, produced when she was library director there. All royalties went to the hospital. Based on that book, an editor from Fonthill Media, a British publisher, approached her about writing an installment in their "America Through Time" series. It would be titled *A Walk Through Watertown Square* and would include historical photos from the WFPL collection. Fonthill has given positive signals about the project but has not yet awarded a contract. Ms. Marcus is a Watertown resident. She has no financial backing but would be glad to donate a portion of any royalties. Both the Historical Society and Watertown Community Foundation are enthusiastic about the project and have offered to help with oral history.

Town Attorney Mark Reich also attended the meeting and addressed Public Records Law aspects of the request. Like official documents, plans, and maps, these photographs are public records. Fees may be assessed if the requester's purpose is private or commercial, as opposed to use in the public interest.

Mr. Ferguson asked how much staff time would be needed to make the images available. Since everything we have has already been digitized, it would take only an hour or so for one person to assemble about 45 images. The question of copyright was raised. This is a private issue between an author and the copyright holder. The Town does not hold copyrights. No one in recent memory has come forward to claim a copyright for the library's photos.

Trustees discussed ways in which Ms. Marcus and her publisher could recognize the library's contribution, including an acknowledgment in the book. Mr. Reich recommended that we get a written agreement. We asked her to draw up an agreement stating that she would graciously give the town a book-signing night, ten copies of the book, and a discount on copies sold at the signing. Ms. Marcus offered to make an additional donation if the book does well and plans to be in touch with her editor to move the contract forward.

Financial Report: Everything's going well. We have a healthy balance in LIG/MEG. Ms. Stern reminds trustees that they can be reimbursed for expenses. Project Literacy applied for and received a Trip Advisor grant.

HATCH financials: Expenses are relatively low, mostly for programs and supplies. No new equipment has been purchased.

Ms. Tierney moved to accept the Financial Report; Ms. Peoples seconded. All voted in favor.

Director's Report:

FY18 budget update: Ms. Cole and Mr. Tracy met with the Town Manager and his budget team. All their questions were about additional funding requests, especially those for HATCH and Project Literacy. HATCH continues to search for a new temporary location. There is no place in the Watertown Mall. Other options include Athena Health, the Housing Authority, the Gables, the Plumbing Museum and Sasaki. Mr. Tracy suggested approaching Chamber of Commerce members. Ms. Cole asked Trustees to reach out to their networks.

Capital items update: Painting is underway and should be finished by the end of next week. The [schedule for carpet installation](#) is in the meeting packet: mid-March to early April unless there are delays. The library will be closed for two full days, April 6-7, which will allow for all-staff meetings (program to be determined). Notice of closings will be given about a month ahead. Ms. Stern proposed and moved that the Trustees pay for lunch on both staff days; Mr. Ferguson seconded. All voted in favor.

Ruth Griffin fund: No update.

New Business:

Volunteer policy: no changes recommended.

Old Business:

Library Director evaluation form revision: Ms. Peoples suggested a different approach to the evaluation process: Rather than conducting it in a full meeting, the Chair (or another designated Trustee) would compile individual evaluations then meet with the Director for a private conversation. This approach raised Open Meeting Law concerns. However there was general agreement that a Trustee should compile the evaluations, not the Director herself.

Trustees wanted more time to review the draft submitted by Ms. Peoples. We will submit changes to her by email in the next two weeks. "Measures to success" in the draft should be bullet points and not individually ranked.

Ms. Cole distributed a sample evaluation from Oak Park Library in Illinois.

Requests for Information:

Pacific Telemanagement Services owns the payphone boxes that Ms. Hammonds asked about last month. Natasha called them, the call got dropped, and we haven't been able to make contact since. Hmm...

The Ann Bloom gift did not get transferred to the appropriate spreadsheet causing a discrepancy between two reports of HATCH finances.

Mr. Tracy asked Ms. Cole to share the staff days agenda with Trustees when it's completed.

Mr. Ferguson observed that the adult programs are incredible. Jill is doing a remarkable job. Ms. Cole said it's a fabulous staff, doing great work. Statistics show a lot of people coming to events.

Next Meeting: March 7, 2017

Motion to adjourn at 8:37 pm.

Respectfully submitted,

Carol Tierney

ENCLOSURES: Agenda; Draft January 11, 2017 Minutes, revised; FY17 Year-to-Date Budget Report; FY17 2nd Quarter Budget Breakdown; FY17 Funds and Grants; Burke FY17; Hatch Financial Report; Resumes and Cover Letters: Emanuel DePina, Philippa Biggers; Watertown Library Carpet Replacement Schedule; WFPL Volunteer Policy; Note to Trustees from Ms. Peoples; Library Director Performance Evaluation - Draft 1; WFPL Quarterly Report October-December 2016; Letter from Massachusetts Board of Library Commissioners; FY2017 State Aid to Public Libraries - Fact Sheet