

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

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

Mr. Tracy brought the meeting to order at 7:00 PM. Kyle Igo 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. Stern moved to accept the [February 7, 2017 minutes](#), as amended; Mr. Ferguson seconded. All voted in favor.

Financial Report: About two-thirds of the budget has been spent or encumbered, appropriate for this time of year. As agreed at the last meeting, the Trustees will contribute up to \$900 for staff lunch on April 6 and 7 when the library is closed.

The Town has a new treasurer, Nancy Heffernan. Ms. Cole will ask her why deposits to most of our funds are negative when the stock market is doing so well. She will also inquire about the status of the Ruth Griffin fund.

The Director would like the Children's Department to spend their remaining Burke fund balance sooner rather than later in the fiscal year.

HATCH financials: Expenditures have been low as staff focus is on finding a new space. Our time in the Arsenal space has been extended one more month – until the end of July now.

Ms. Tierney moved to accept the February financial report; Ms. Hammonds seconded. All voted in favor.

Director's Report:

The painting project is done, and people are happy with the colors. Carpet replacement starts next Monday, March 13 and will continue through Friday, April 7. Each work area will be closed in the early part of the day, reopening after 2:30 pm. An exception is the computer area, which will be closed completely for two days. The whole library will be closed on April 6th and 7th while the entrances, main corridor, and circulation areas are re-carpeted. Besides the carpet, the vinyl baseboard will be replaced. Publicity has been done: a press release, signs, an announcement on the website. An outgoing voicemail message will inform the public of full-day closures. [Staff activities during those two days](#) will include a training on April 6 with the Anti-Racism Collaborative, cleaning of staff areas, and departmental meetings.

Ms. Stern requested an update on the RFID project. It's almost finished. New security gates will be

installed by the end of the month, and there are still some areas in A-V that need to be tagged.

New Business: No new business

Old Business:

Library Director evaluation form revision: Members generally agreed that the Oak Park Library form distributed at the last meeting is a good model for us. Mr. Tracy suggested that we aim to finalize the new form by July 1. We will use last year's form for the FY 17 evaluation. In recent years, we have not had a fixed schedule for conducting performance reviews. In the future, we should adhere to a 12-month rotation based on the fiscal year.

We will each go through the form and decide what works and what might be added or changed in preparation for further discussion in April.

Requests for Information:

Ms. Stern asked about new developments for the HATCH space. Ms. Cole and Ms. Browne are still trying to secure a temporary location and have several leads. Ms. Cole is cautiously optimistic about the old Police Station. Town officials like the idea of an innovation center that could include HATCH, a commercial kitchen, office and meeting spaces, etc. This kind of project might qualify for economic development funding. Town records are currently stored in the East Branch building, which will likely be sold to St. James Armenian Church. The North Branch is unsuitable for storage as it's built on shale and prone to flooding. Ms. Cole has encouraged the Town not to transfer records to the Police Station but to consider using a vendor like Iron Mountain.

Mr. Tracy inquired about an old clock stored at the east branch. The library doesn't want the clock, but Councilor Kounelis is working on finding a home for it and the Senior Center is interested.

Ms. Tierney brought up a comment from a community member who asked if the library could put up a statement of support for immigrant rights on its website and social media. Ms. Cole replied that we already have a strong presence on social media.

Next Meeting: April 4, 2017

Ms. Peoples moved to adjourn at 7:41 pm; Ms. Hammonds seconded.

Respectfully submitted,

Carol Tierney

ENCLOSURES: Agenda; Draft February 7, 2017 Minutes; FY17 Year-to-Date Budget Report; FY17 1st Quarter Budget Breakdown; FY17 Funds and Grants; Burke FY17; Hatch Financial Report; Memo re: Staff Training during Library Closure