

**Trustees of the
Watertown Free Public Library
April 4, 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. Ashley Hardy 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 [March 7, 2017 minutes](#), as amended; Ms. Stern seconded. All voted in favor.

Financial Report: The clothing allowance is not used up because there was an opening for a while in facilities. The library is fully staffed. One staff member is on maternity leave; temp workers are filling in for her. The library offers twelve weeks parental leave by contract and another twelve through the Family Medical Leave Act. Leave is paid with sick and accrued time until that runs out and is unpaid thereafter.

We have negative deposits in the book funds because of the way they've been invested. Ms. Cole plans to discuss this with the new Treasurer when they meet. Book funds roll over from year to year, but the operating budget does not. We stop ordering new books between April 15 and the close of the fiscal year. The book funds are used to buy high-demand titles that come out during that period. The Burke fund must be spent down by the end of May when next year's check arrives.

HATCH financials: Spending is down as the focus is on preparing for the move out of the Arsenal. There are two balls in the air right now: 1) A long-term temporary home for HATCH— we should know more about this by next month's meeting. 2) The old Police Station as a future permanent home— Ms. Cole has been to meetings where HATCH is high on the list for possible uses, and she is hopeful.

Ms. Peoples moved to accept the March financial report; Ms. Hammonds seconded. All voted in favor.

Director's Report:

Borrowing policies: The Director recommends capping late fees per user and not per item. Under the revised policy a patron will never have more than \$10 in fines on his/her card, and borrowing privileges will be restored once the balance drops below \$10.

Ms. Stern moved to cap fines per card at \$10; Ms. Tierney seconded. All voted in favor.

Review of carpet project schedule: The Children's and Teens' rooms are finished and look great. The library will be closed on April 6 and 7 for work on the main hallway and stairs. The carpet company has been a pleasure to work with— everything is on schedule, no overages. Great job.

Interactive technology: The Town Council approved a transfer to the library's account of \$30,000 for interactive technology.

Project Literacy anniversary: The 30th anniversary celebration will be on Sunday, April 30, 1:30-4:00 pm.

Ruth Griffin fund: We're making progress. By next month we should have some answers from the new Treasurer.

New Business:

Ms. Stern complimented the staff on library programming. She was especially impressed by the drumming program. The library is doing amazing, awesome things.

Consideration and action on author agreement: The agreement submitted by Cara Marcus covers all the points we discussed when she was here. Ms. Cole doesn't see any reason to run it past the Town Attorney. Ms. Hammonds moved that the Director sign the agreement on behalf of the board; Mr. Ferguson seconded. All voted in favor.

WCF Educational Program Grant report: Ms. Browne answered questions about the 2016 WCF grant report and said that she is applying for another grant this year. This will allow us to continue the volunteer training cycle begun last year.

Old Business:

Library Director evaluation form revision: Mr. Tracy shared a composite he had created of the two forms we've been considering: one by Ms. Peoples, the second from another public library. His document makes it easier to compare the two and identify areas of overlap. He will share it by email with the rest of the board as template for our own comments and changes. Ms. Peoples will collate and edit the different versions into a single document to be discussed at the May meeting. Ms. Tierney offered to help Ms. Peoples with this.

Requests for Information:

- Ms. Stern encourages us to submit Trustee-related expenses for reimbursement.
- Ms. Peoples would like Ms. Cole to share her vision about trends and developments in libraries. Ms. Stern recommended attending statewide Trustee meetings as a way to learn more about these issues. Ms. Peoples is interested in hearing about things specific to Watertown: for example, how did Hatch come about?
- Mr. Ferguson commented that the movie series is terrific. Ms. Peoples agreed but said that it's difficult to read subtitles over people's heads and asked if the projector could be aimed higher on the screen where there's usually a blank strip. Ms. Cole said that we might get a new "short" projector.
- Ms. Tierney suggested that we take a group photo next month.
- Ms. Hammonds asked what color the main corridor carpet will be. The same as the one outside the WSB room. The walk-off carpet will also match the WSB room corridor.

Next Meeting: May 2, 2017

Ms. Stern moved to adjourn at 8:05 pm; Ms. Peoples seconded.

Respectfully submitted,

Carol Tierney

ENCLOSURES: Agenda; Draft March 7, 2017 Minutes; FY17 Year-to-Date Budget Report; FY17 Funds and Grants; Burke FY17; Hatch Financial Report; Memo re: Library borrowing policies; Borrowing and Returning Policy; Memo re: Interactive Technology; Agenda, Town Council Meeting, Tuesday March 28, 2017; Project Literacy Turns 30!; Cara Marcus Agreement; 2016 WCF Educational Program Grant Report; Memo re: Additional information on requests for additional funding; Project Literacy Budget FY18;