

**Trustees of the
Watertown Free Public Library
May 2, 2017**

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

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.

Secretary's Report: Ms. Stern moved to accept the [April 4, 2017 minutes](#), as amended; Ms. Peoples seconded. All voted in favor.

Public Forum: David Cain is a thirty-year resident of Watertown living at 99 Pleasant St. He believes there is a deficiency in the library's rules of conduct and that he was the victim of a false accusation when recently asked to leave the library for the day. He thinks there should be a policy that permits innocent people to clear their names and to remain in the building if they challenge an accusation of misconduct. This is a constitutional issue in his view.

Red Leaf Café: Mr. Bleech has been getting good feedback about the café doors and the new carpet and flooring. One door has no handle and is so transparent that people are afraid they might bump into it. This actually happened yesterday to a vision-impaired person. Mr. Bleech suggests placing a colored decal on that door, which is supposed to be closed at all times, opening only to move equipment in and out. Aside from that, people really appreciate the doors and the way they contain noise. He thanks the library for a good upgrade to the café.

Mr. Bleech distributed a financial report for the first quarter of 2017.

Financial Report: We are 80% through the fiscal year. Some budget lines are spent down. Ms. Stern noted that staff development expenditures have been relatively low. Ms. Cole assured her that staff members are attending trainings. Ms. Stern followed up on a question raised last month about negative deposits to library book funds. The Town Treasurer informed Ms. Cole that figures have not been updated in MUNIS since the end of December. (MUNIS is the statewide municipal bookkeeping system used to populate the Funds and Grants report.) There have been some gains that will show in future reports.

HATCH financials: Programs are continuing; expenditures are low. Ms. Peoples asked about demand for programs in the summer. No new initiatives are planned this summer; many volunteers will be away on vacation. The program will move at the end of June to The Residence at Watertown Square. Ms. Cole is looking into the Griffin fund to pay for renovations of the new space; the current quote is \$17.5k. She is considering asking The Residence to go in halves on this as they will benefit in the long run. They are still working out a formal agreement – not there yet, but getting close.

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

Chair report: Mr. Tracy has asked the Director to send Mr. Cain's letter to the Town Council for an opinion.

Director's Report:

Social media policy: The Director recommends adding Twitter, Instagram, and Youtube to the definition of social media. Ms. Tierney moved to amend the policy as recommended; Mr. Ferguson seconded. All voted in favor.

FY18 budget: The Town Manager has included all three of the library's additional funding requests in his FY18 budget proposal: \$52k for a full-time HATCH coordinator; \$38k for Project Literacy; and \$10k for library materials. According to the Town Auditor, the library is the only department that got all its requests for additional funding.

The Manager will present the budget to the Town Council on May 16 at 6:00 pm; the Director and Chair will speak on behalf of the library. A vote on the budget is scheduled for June 6. Ms. Cole would like the Trustees to attend these meetings for support.

Building Committee donations: The Director submitted a wish list to the Building Committee in April. Requests include: a GoPro camera and a telescope for public loan; money for HATCH to fund storage at the new location and for classes, including 3-D modeling and design; summer reading programs; a wall mount for a readers' advisory workstation; a Henry David Thoreau re-enactor for the 200th anniversary of his birth. The Committee has granted these requests, which total \$5,445. We are very grateful for their support. The Director submits wish lists to the Building Committee every quarter for things that would not come out of our regular budget. One additional request – for adult summer reading and the 5k race – will be made outside the quarterly cycle.

Staff training day: Stella Panzarella and Stacy Collins from the Anti-Racism Collaborative (ARC) led an introductory workshop on confronting racism. Topics included internal biases and how they may affect interactions with the public and areas of librarianship where we can tackle systemic racism. Further work with the ARC is expected during the next year. Remaining time was devoted to quarterly meetings and department catch-up work. People got a lot done.

Interactive technology and WCoD request for funding: We received a \$30k transfer from the Town for interactive technology. The first item purchased was a hearing loop T-coil for the WSB room. Total cost: \$7,968. Ms. Browne made a presentation to the Commission on Disabilities for a \$2,500 grant toward the cost. The Commission was very receptive and will vote on the request in June. Pending reimbursement (if approved), Ms. Cole would like to pay that portion of the vendor's invoice out of Special Gifts. Ms. Stern moved to allocate \$2,500 from Special Gifts for this purpose; Ms. Peoples seconded. All voted in favor. Ideas for future improvements: upgrade the projector in the WSB room, a projector for the Mastrangelo room, and digital panels in the study rooms.

Capital items update: Work on doors, carpets, and painting is complete. We have used up the regular budget for HVAC repairs and may have to use LIG/MEG funds for additional work. The preventive maintenance company is coming on Thursday, May 4. The lifespan of the HVAC system is unpredictable because of the many variables involved. Work that's done now should hopefully buy us another 10-15 years before the whole system needs to be replaced. In general, the Town's intent is to fund capital items, at least partially, within the regular budget. That line item will increase from \$36k this year to \$41k next year. In FY18 we will look at repairing some masonry around the building and other projects in the range of \$40-50k.

Ruth Griffin fund: Ms. Cole handed out a spreadsheet updated through March 31, which shows monthly investment balances and amounts available to spend. As agreed at a previous meeting, 60%

of dividends will be paid out in cash and 40% reinvested. The Treasurer recommends doing this on an annual rather than quarterly basis because of the fees involved. Ms. Stern made a motion to reallocate Griffin dividends annually at the start of the calendar year (middle of the fiscal year); Mr. Ferguson seconded. All voted in favor.

Project Literacy's 30th anniversary. The celebration was a success and well-attended. Council President Sideris announced the \$38k additional spending request. The Town Council issued a proclamation for the occasion.

2017 Mastrangelo award. Brittany Byrd and Brita Zitin have been named recipients of the Richard E. Mastrangelo Award for their work on the library's digital display kiosk. They will be recognized at the Historical Commission's awards ceremony on May 18 at the Commander's Mansion.

New Business: Ms. Cole's contract expires at the end of the fiscal year. At the June meeting, we will finalize the new evaluation form (effective July 1) and decide how to proceed with this year's evaluation.

Old Business:

Library Director evaluation form revision: A draft prepared by Ms. Peoples incorporating input from other Trustees was included in the meeting packet. We went through the form discussing each category, striking some bullet points and revamping others. Ms. Peoples and Ms. Tierney will produce a final draft for the June meeting.

Requests for Information: None

Next Meeting: Wednesday, June 7, 2017

Ms. Hammonds moved to adjourn at 8:59 pm; Mr. Ferguson seconded.

Respectfully submitted,

Carol Tierney

ENCLOSURES: Agenda; Draft April 4, 2017 Minutes; FY17 Year-to-Date Budget Report; FY17 3rd Quarter Budget Breakdown; FY17 Funds and Grants; Burke FY17; Hatch Financial Report; Letter from David A. Cain; WFPL Social Media Services Policy; Letter from Christopher J. Hayward, Preservation Agent; Letter from the MBLC re: LIG/MEG grant; Draft Library Director Evaluation; WFPL Quarterly Report, January-March 2017; Watertown Public Schools Suggested Summer Reading Lists, Grades PreK-5