

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

Present: Sheppard Ferguson, 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 7:00 PM. Kyle Igo of Watertown Cable Access filmed the meeting. A round of introductions took place.

Secretary's Report: Ms. Peoples moved to accept the [May 2, 2017 minutes](#), as amended; Mr. Ferguson seconded. All voted in favor.

Public Forum: No one signed up to speak.

Financial Report: Ms. Stern requested permission to make transfers as needed in the last weeks of the fiscal year. Mr. Tracy moved to grant permission; Ms. Tierney seconded. All voted in favor.

Ms. Cole reported that the pulleys in the HVAC rooftop unit needed to be replaced. The work was done at a cost of \$3,436. She requested a transfer from various budget lines to the Building Maintenance account (520241) to cover the invoice:

Communications - Postage (530342)	\$164.00
Office Supplies (540421)	\$1,500.00
In State Travel (570710)	\$396.96
Dues & Subscriptions (570730)	\$265.00
Building Maintenance Supplies (540430)	\$1,000.00
Book Processing (550512)	\$110.04
TOTAL	\$3,436.00

Ms. Stern moved to approve the transfer; Ms. Peoples seconded. All voted in favor.

The library has received this year's Burke fund check in the amount of \$27,044. A memo in the meeting packet lists the [allocations for materials and programs](#), which are congruent with the terms of the bequest and follow the percentages used in previous years. Ms. Stern moved to allocate this year's Burke moneys as detailed in Ms. Cole's memo; Ms. Tierney seconded. All voted in favor.

The Trustees reviewed the draft of an [investment policy for the Griffin fund](#). The policy notes the risk of loss from lack of diversification with a single holding of this size. We will take the risk. Ms. Stern moved to accept the policy; Mr. Ferguson seconded. All voted in favor.

HATCH financials: Our additional funding request for a full-time HATCH coordinator was approved by the Town Council in last night's FY18 budget vote. The job has been posted. The Watertown Community Foundation has awarded HATCH a grant of \$2,000 to be used for classes and training. In other HATCH news, Ms. Cole and Ms. Browne are still working out details of the move to The Residence. The library will not be charged rent but will have to pay for utilities.

Ms. Stern voted to accept the Financial Report; Mr. Tracy seconded. All voted in favor.

Director's Report: Covered in discussion of the Financial Report.

New Business:

Library Director's contract: Ms. Tierney suggested taking up the Director evaluation form before considering the contract. The Chair opposed this, and discussion of the contract proceeded. Ms. Peoples sought clarification of the Town Manager's role in the library's reporting structure. The Manager gives the Director guidance and directives on day-to-day operational issues, while the Trustees decide on library policy. He also determines her annual salary increase, usually by the same percentage as union contracts dictate. Mr. Ferguson asked about the Manager's role in union contract negotiations. Management is represented by the Library Director, the Personnel Director, the Town Auditor, and the Town Attorney acting on behalf of the Manager who has the final word on decisions. On matters that don't involve the budget, the Manager usually defers to Ms. Cole's judgment. Under the old charter a Trustee would sit in on negotiations.

No one raised an objection to the contract. Mr. Tracy moved accept the contract with the per annum to be supplied at a later date by the Town Manager; Mr. Ferguson seconded. The contract was signed by the five members present. Ms. Hammonds will be called in to sign before the next meeting.

Old Business:

Library Director evaluation form revision: Trustees considered the most recent draft of the form (not included in this month's packet but sent by email from Ms. Peoples in advance of the meeting). Further changes were agreed upon, most significantly:

- Section 8, renamed "Management Style" – Ms. Stern took issue with this section and made a motion to remove it from the document; Ms. Tierney seconded. The motion failed with one vote in favor, three opposed, and one abstention.
- Mr. Tracy proposed an additional section to address goals. Section 9 links the Director's goals to the library's action plan and lays out a timetable for submission of goals and reporting of actions.
- "No opportunity to observe" on the ratings scale was changed from zero, which would distort rating averages, to a non-numerical "N."

Ms. Peoples and Ms. Tierney will incorporate the changes and send a final draft by email within two weeks. We will vote on the form at the next meeting.

Requests for Information:

- Ms. Stern asked to be reminded when we will celebrate the library's anniversary. 2019 is the anniversary year, no date yet.
- Ms. Tierney asked if Ms. Cole could send proposed changes to the Collection Development policy a week or two in advance of the next meeting since the policy is complex and may take extra time to digest. Ms. Cole agreed to that.

Next Meeting: August 1, 2017

Mr. Tracy moved to adjourn at 8:39 pm; Mr. Ferguson seconded.

Respectfully submitted,

Carol Tierney

ENCLOSURES: Agenda; Draft May 2, 2017 Minutes; FY17 Year-to-Date Budget Report; FY17 Funds and Grants; Burke FY17; Hatch Financial Report; Memo re: 2017 Burke Fund Allocations; WFPL Griffin Fund Investment Policy; Employment Contract between Leone E. Cole and the Board of Trustees; Library Director Job Description; Collection Development Policy; Local History Collection Policy; Library Bill of Rights; The Freedom to Read Statement; Draft Library Director Evaluation