

**Trustees of the
Watertown Free Public Library
September 5, 2017**

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

Absent: Penelope Peoples

Mr. Tracy brought the meeting to order at 7:05 PM. Ashley Hardy of Watertown Cable Access filmed the meeting. A round of introductions took place.

Secretary's Report: Ms. Stern moved to accept the [August 1, 2017 minutes](#), as amended; Ms. Hammonds seconded. All voted in favor.

Public Forum: No one signed up to speak.

Financial Report: Ms. Stern noted that overtime expenditures are a little high for this time of year and asked if this could lead to problems. Ms. Cole said there was no cause for concern; if we run into a problem later in the year, we're free to transfer funds from one line to another. Ms. Cole explained the definitions of overtime for different library staff: above 37 hours for members of the library union; above 40 hours for custodians; above 37.5 hours for librarians in the Town Hall union. The Burke fund is starting to be applied. Ms. Stern has been signing big book orders paid on Burke funds.

Hatch financials: There have been some costs associated with the move, including paint and other things. Mr. Tracy asked if there is a secure storeroom for supplies at the Residence. Ms. Browne said that we have a locked cabinet there, but otherwise we store things in the library. Mr. Ferguson noted that there's been an uptick in opportunistic theft in town. It's a good idea to keep things concealed with all the large windows in the building. Ms. Cole said that the Residence has a security system.

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

Chair's Report: With school starting, we will have more visitors and should be cognizant of increased street traffic, littering, etc.

Mr. Tracy mentioned a recent Facebook exchange in which a Watertown resident asked for help finding a seamstress and was advised to look into Hatch. He encouraged Trustees to spread the word about library programs via social media. Ms. Stern commented that Hatch should attract more foot traffic in the new location with its proximity to the Square. This strengthens the argument for the old Police Station as a permanent venue.

Mr. Ferguson was contacted by a constituent who would like to have Lego Robotics at the library. Ms. Browne replied that we've had it at Hatch for a couple of years now, thanks to a \$10k grant from BestBuy.

Director's Report:

Digitized Material policy: No changes were recommended.

The annual 5k race will be this Saturday, September 9, at 9 AM. Ms. Cole will be on vacation, but Ms. Browne will be on hand. We don't yet have a tally of runners registered.

Hatch Grand Reopening request for funding: Ms. Browne requested \$200 from the Kaveny fund to cover expenses for the celebration. Someone noted that this was a very modest amount, but Ms. Browne said it was sufficient. Ms. Stern moved to approve the expenditure; Ms. Tierney seconded. All voted in favor. Mr. Ferguson mentioned that there's a local Elizabeth Warren fundraiser on the same day, October 1, from 3 to 5 pm. That might present a conflict for some people. Mr. Tracy said that since it's not a Town-sponsored

event, there's no call to reschedule the Hatch opening, which runs from 2 to 5 pm. Ms. Browne observed that people can come at 2 and leave early for the Warren event.

Liz Helfer is doing an amazing job and is working hard on the [Hatch](#) space, painting the floor, moving furniture, etc. She recently put out a call for mural art for the interior walls of the new space, which has attracted interest from a number of artists. We have one completed application so far. Ms. Cole and Ms. Browne have also pitched in to help. Ms. Hammonds asked if library custodians work at Hatch; they do.

Solar eclipse: About 1,000 people gathered in the field next to the parking lot on August 21. The library provided eclipse glasses for 300 at the event, and had previously distributed 700 glasses to patrons. Brian from Circulation brought a device that enabled people to look without special glasses. It was Brian who initiated the event and got a grant from STAR_Net to buy the glasses. Staff began working on this in 2016 and delivered a great success. The library has a strong presence on social media and is getting better and better at publicizing events on Facebook, Twitter, etc. Mr. Tracy asked if we maintained a list of staff members' "extracurricular" skills. Nothing is written down, but people know by word of mouth. We have an impressive staff.

Old Business: None.

New Business: None. Mr. Tracy asked about open positions. There are none at this time.

Requests for Information:

- Ms. Stern asked about the Circulation Comparison in the meeting packet. It seems that statistics for electronic formats are increasing while others are not. Does that affect purchase decisions? Definitely, Ms. Cole said. We're spending a lot more each year on digital materials. Ms. Stern wondered if the budget reserved for Hoopla is still adequate. It's about \$12k per year. We can't know for sure in advance since the cost depends on usage. We pay each time a title is checked out.
- Ms. Hammonds asked about Lynda.com, an e-learning site that offers tutorials in coding, PowerPoint, Photoshop, and other applications. It's very popular. Ms. Cole will send out statistics. Access is restricted to Watertown residents.
- Mr. Ferguson is helping the wife of a nuclear physicist sell her husband's old cameras as well as an enormous telescope, with tripod, that he built himself. He wondered if the library or Hatch might want the latter. We don't have space for something that size, although we are getting a portable telescope that will be available for loan. Mr. Tracy suggested that Mr. Ferguson contact the high school, which might be interested.

Next Meeting: October 3, 2017

Ms. Stern moved to adjourn at 7:39 pm; Ms. Tierney seconded.

Respectfully submitted,

Carol Tierney

ENCLOSURES: Agenda; Draft August 1, 2017 Minutes; FY18 Year-to-Date Budget Report; FY18 Funds and Grants; Burke FY18; Hatch Financial Report; Digitized Materials Policy; Memo re: Hatch Grand Re-Opening; Memo re: Hatch Updates; Call for Mural Art by HATCH Makerspace at the WFPL; Thank You Letter from Boylston Properties; FY2018 State Aid to Public Libraries Annual Report Information Survey (ARIS) of 2017 Data; Circulation Comparison from FY16 to FY17