



# CITY OF WATERTOWN

## Board of Library Trustees Meeting Minutes

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this public hearing of the Watertown Free Public Library Board of Trustees is being conducted via remote participation with public access provided as follows:

### BOARD OF LIBRARY TRUSTEES MEETING MINUTES MONDAY JANUARY 10<sup>TH</sup> 5PM

#### ACCESS INFORMATION:

- A. The Public may join the virtual meeting online: Join Zoom Meeting  
<https://us02web.zoom.us/j/81321493972?pwd=SWZtZzZlCdENrV2dlWW85Q3RTYUZ4Zz09>
- Meeting ID: 813 2149 3972  
Passcode: 843926
- B. Public may join the virtual meeting audio only by phone: 929-205-6099 and enter Meeting ID: 813 2149 3972 and Passcode: 843926

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Present: WFPL Trustees: Leanne Hammonds, Chair, Sheppard Ferguson Vice Chair, Teddy Kokoros, Secretary, Sara Keary, Rose Mary Su WFPL Director Leone Cole, WFPL Assistant Director Caitlin Browne,

1. **Call to Order:** 5:05pm
2. **Election of Officers**

A motion was made and unanimously passed to elect Leanne Hammonds as Chair, Sheppard Ferguson as Vice Chair, Teddy Kokoros as Treasurer, and Sara Keary as Secretary

3. **Secretary's Report**

- A. Minutes of December 1, 2021 Meeting  
A motion was made and unanimously passed to accept the December meeting minutes as amended.

4. **Public Forum:** No members of the public
5. **Red Leaf Café Update:** No update
6. **Financial Report**

- A. FY22 Budget: The Watertown Library has spent about 55 percent of the fiscal year budget which is right on track given we are about halfway through the fiscal year.

Director Cole reported that utilities expenses have seemed fine but there are some inflationary increases to other parts of the budget and The Watertown Library is fully staffed.

B. Burke Fund Report: No updates

C. HATCH Financials: No updates

A motion was made and unanimously passed to accept the Treasurer's report as read

D. Consideration and Action on Acceptance of Donations:

- A motion was made to accept the donations as listed in the packet and unanimously passed.

E. Pratt Fund Update: Director Cole gave an update from the City Treasurer related to The Pratt Fund and gave background about what the Pratt Fund is for new Trustees. Director Cole mentioned that Pratt Fund Trustees must vote to expend money from The Pratt Fund and Pratt Fund Trustees can vote to expend up to 80 percent of the interest and that number is now in the Funds and Grants sheet in the packet. In addition, Director Cole reported that the money does not have to be spent every year.

F. Transfer \$442 from Part-Time Salaries to Clothing Allowance

- A motion was made and unanimously passed to Transfer \$442 from Part-Time Salaries to Clothing Allowance

## 7. **Chair's Report**

A. Consideration and Action on Trustee Vacancy

- Watertown City Council voted in December to fill the Trustee vacancy that was created when Emily Izzo resigned in November by appointment. City Council President Mark Sideris attended for this portion of the meeting. All Trustees and City Council President Sideris expressed support for appointing Maja Young who had ran for Watertown Library Trustee in 2021.
- City Council President Mark Sideris made a motion to appoint Maja Young to the Board of Trustees to serve out the remainder of Emily Izzo's term. The motion unanimously passed with all Trustees and City Council President Sideris voting in favor.

## 8. **Director's Report**

A. Consideration and Action on LIG/MEG Request

- A motion was made and unanimously passed to expend \$3,120 LIGMEG funds to be used to obtain circulating mobile hotspots.

## 9. **Old Business:**

## 10. **New Business:**

A. Harriet Hosmer letter of support

- All Watertown Library Trustees expressed support for sending the letter to the school committee.

11. **Library Director Search**

- Bernard Lynch from Community Paradigm came to the meeting and gave an overview of some of Community Paradigm's experience and what the Watertown Library Director search could look like. Community Paradigm is currently working with the City of Watertown on the City Manager search. Bernard Lynch shared that they have led Library Director searches in a variety of communities in Massachusetts. They have a prior network of people involved in Libraries across the state including a former Library Director to inform their search. Community Paradigm would also have a meeting with each Library Trustee individually to see what the Trustees want out of a new Library Director. They would also meet with Watertown Library department heads to discuss what they would look for in a Library Director as part of a search process.

A. Consideration and Action on hiring Community Paradigm for Library Director search

- A motion was made and unanimously passed to enter into an engagement agreement with Community Paradigm Associates as set forth in (i) the Letter of Engagement Agreement between Community Paradigm Associates and the Watertown Board of Library Trustees, and (ii) the Proposal for Services to Watertown Library Trustees Search and Selection of Director of Watertown Public Library, copies of which were included in the packet sent to the Trustees prior to the December 1, 2021, Trustees' meeting.

B. Consideration and Action on forming Screening Committee for Library Director search

- It was decided that no consideration of action would be taken tonight.

12. **Requests for Information and Responses:** None

13. **Date of next meeting:** Wednesday January 12<sup>th</sup>

14. **Adjournment:** 6:43pm