

**Trustees of the  
Watertown Free Public Library  
August 1, 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 7:03 PM. Ashley Hardy of Watertown Cable Access filmed the meeting. A round of introductions took place.

**Secretary's Report:** Ms. Peoples moved to accept the [June 7, 2017 minutes](#); Mr. Ferguson seconded. All voted in favor.

**Red Leaf Café:** The café is open Monday-Friday in the summer and has been quiet – not as many kids coming in. Mr. Bleech will be on vacation at the end of August. The vending machine is doing well and will come in handy while he's away. He usually restocks the machine every week and will leave it with a full supply of beverages and snacks before he leaves. The name of the café has been added to the clear glass door, improving visibility. Mr. Bleech appreciates the help of library staff.

**Public Forum:** No one signed up to speak.

**Financial Report:** The meeting packet included reports for FY17 (final) and for the first month of FY18. Ms. Stern noted that some funds are encumbered or spent early in the fiscal year because of billing cycles.

Some positive earnings are reflected in the Funds and Grants sheet. The Pratt fund has a balance of almost \$2,000 that we can use for periodicals – the result of two years unused. Ms. Stern is on the committee that decides Pratt fund expenditures. This committee is the only one of its kind and goes back to the early 20<sup>th</sup> century when Charles Pratt of Pratt & Whitney gave money to provide newspapers and magazines for workmen who came to the library after work to unwind and smoke cigars in a room with a separate entrance (now the staff room).

The report includes a Ruth Griffin fund activity sheet (untitled).

**Hatch financials:** Nothing to add; not much spending right now. Staff has been focused on the move.

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

**Chair's Report:** Mr. Tracy had a great vacation in Ireland. He appreciates Mr. Bleech's kind words about the library and encourages us to spread the word about the café, which is one of the library's many great attributes.

**Director's Report:**

**New Hatch coordinator.** Ms. Cole introduced Liz Helfer, the new Hatch Coordinator. Liz stood out in a field of candidates that Ms. Cole described as the highest quality we've had for any job. She will take Hatch to a new level. Liz is a sculptor with a passion for making. She has lots of ideas and can't wait to reopen at the new location. There will be an open house in September for people who live there. The recent hiring of Teresa Burns as Residence director will be a good opportunity for collaboration. Hatch volunteers will get passes enabling them to park in the library lot.

**Costs related to Hatch move:** The library has agreed to pay one half the cost of renovating the space at 20 Summer Street, which comes to \$8,750. In addition, we will pay for Internet service. The total cost,

including a year of Internet plus installation, will be \$10,467.20. Ms. Cole proposes that we cover these costs with \$5,000 from the Ruth Griffin fund and \$5,467.20 from the unrestricted Special Gifts fund. Ms. Stern moved to approve the requested expenditures; Ms. Peoples seconded. All voted in favor.

Collection Development Policy: Proposed additions/changes pertain to the acquisition of new material types, particularly digital. These changes are necessitated by increased collection in the digital realm.

The WFPL Mission Statement, reproduced in this policy, will be updated with the current version adopted.

A few questions about the policy in general were raised and answered:

- The library will accept a copy of a lost book from a patron.
- We will buy almost anything in response to a patron request. An exception might be an obscure academic title.
- We have had no requests for reconsideration of a book in the last ten years. Requests used to be more common, every few years. The last involved a Beatrix Potter book objected to on grounds that it was racist.

No changes to the Local History Policy were recommended, but Ms. Peoples suggested a couple of copy edits. Ms. Stern moved to accept proposed modifications to the Collection Development Policy; Ms. Peoples seconded. All voted in favor.

#### New Business:

Computer policies and wait time: Ms. Hammonds has heard complaints about the order in which people are booted off computers. Sessions are 30 minutes long and extended automatically as long as no one is waiting for a computer. If one or more patrons are waiting, the person closest to the 30-minute limit gets the boot even if it's their first session, while others may sit for hours without having to give up their seat. As the system is currently designed, time doesn't accumulate beyond the half-hour so there's no way to identify multi-session users. Could an upgrade of the software address this? Ms. Cole will ask the vendor. Sometimes it's awkward to wait hovering over people. It might help to have a monitor showing when the next computer will be available.

All gender bathroom. The second floor men's room now accommodates all genders. Ms. Hammonds heard from a patron who felt that this should have been considered as a policy issue. The library has had a few other complaints but mostly positive feedback on the change. The Trustees were in agreement that it is not a matter of policy.

Trustee book recommendations: Mr. Ferguson suggested that Trustees have a table with their book recommendations, perhaps once or twice a year. Ms. Cole cautioned that the books would need to be replenished frequently if they circulate fast. No action was taken.

#### **Old Business:**

Library Director evaluation form revision: Changes were proposed to Item 9, Action Plan & Goals. Ms. Peoples move to approve the form as amended; Ms. Stern seconded. All voted in favor.

#### **Requests for Information:**

- Ms. Hammonds had a few questions:
  - about getting doors with automatic openers for the Children's room to reduce noise. They would be expensive, about \$13k. The café doors and glass on the second floor have helped a lot with noise abatement.
  - about efforts to connect with local assisted living facilities mentioned in the action plan. The Watertown Health Center has not responded to overtures from the library. Ms. Cole will check in with Jill Clements about this.

- about feasibility of town-wide events calendar, an item in the action plan. The Town's IT Director has not yet gotten back to her.
- Ms. Peoples would like to have another round of presentations by department heads. We can start a new cycle in January. Mr. Tracy would prefer not to do it at consecutive meetings but to spread the presentations over several months.
- Ms. Browne noted that the quarterly report was left out of the meeting packet. She will send it by email.
- Mr. Tracy asked whether we might get the Town to pay for Hatch's Internet service. It's not their responsibility because the space is not on Town property.
- Ms. Hammonds mentioned an encounter with a hearing impaired woman who raved about the WSB room. She lives in Brookline and goes to meetings all around the area, and this is the best space for her.

**Next Meeting:** September 5, 2017

Mr. Tracy moved to adjourn at 8:22 pm; Mr. Ferguson seconded.

Respectfully submitted,

Carol Tierney

**ENCLOSURES:** Agenda; Draft June 7, 2017 Minutes; FY17 Year-End Budget Report; FY17 4<sup>th</sup> Quarter Breakdown; FY18 Year-to-Date Budget Report; FY18 Funds and Grants; Burke FY18; [Ruth Griffin Fund Activity Sheet]; Hatch Financial Report; Memo re: Information for agenda items; Collection Development Policy; Local History Collection Policy; Proposed Performance Evaluation Form; LRP FY17-22: 2017 Action Plan; Circulation Statistics FY15-FY17