

**Trustees of the
Watertown Free Public Library
October 17, 2017**

Present: Sheppard Ferguson, Leanne Hammonds, Penelope Peoples, Raya Stern, Timothy Tracy, Trustees; Leone Cole, Director; Donald Bleech, Red Leaf Café.

Absent: Carol Tierney, Trustee; Caitlin Browne, Assistant Library Director.

Mr. Tracy brought the meeting to order at 7:00 PM. Watertown Cable Access filmed the meeting. A round of introductions took place.

Secretary's Report: Ms. Stern moved to accept the [September 5, 2017 minutes](#), as amended; Ms. Peoples seconded. All voted in favor.

Public Forum: No one signed up to speak.

Red Leaf Café: Mr. Bleech will apply to renew all his permits this year. Mr. Tracy asked if the permits are renewed annually and asked if we had to make any repairs last year during permit renewal process. Mr. Bleech replied permits are renewed annually and Ms. Cole noted that the grease drain was replaced last year on the recommendation of the the cleaning company that comes twice a year. Ms. Cole confirmed to Mr. Ferguson that the drain cleaning is a semi-annual budget item. Mr. Bleech noted that the Cafe is busy with school back in session and that there is increased energy this year during the after school hours. Ms. Stern remarked how nice the new stripe on the glass door looks. Mr. Bleech was pleased to report that no patrons have slammed into the door since stripes were added.

Financial Report: Personnel: There are a few transfers under Personnel column titled One Time Payment, Prior Year Full Time and Prior Year Part time. Ms. Stern explained that these transfers reflect a new employment contract that was recently signed. Ms. Cole added that it's a three-year contract that is retroactive to the previous fiscal year. The One Time Payment is for the current fiscal year. Prior Year Full Time and Prior Year Part Time line items reflect retroactive payments for the previous fiscal year. Ms. Peoples asked if these Prior Year payments will count against this year's budget. Ms. Cole responded no and explained that the Town Council sets aside funds reserved to cover changes to collective bargaining agreements. Upon signing the new agreement with Union, the Town Manager requested from the Town Council the funds needed to cover pay increases in the new contract.

Mr. Tracy asked why we have paid a little more than was allocated in Full Time Salaries and a little less than what was allocated in Part Time Salaries. Ms. Cole responded that the allocations are not calculated to the penny--the auditor estimates how much is needed but always overestimates. This time when the two amounts are taken together, the allocated amount was overestimated by about \$600. Ms. Stern noted that if you look at the amounts it's spread over 26 people. It's not a very large amount. Mr. Tracy asked if the \$600 could be reallocated to another line item. Ms. Cole responded that could probably be done, if necessary.

Capital: Mr. Tracy asked whether the hiring of a new Buildings Director for the Town will change how the Library budgets for capital expenditures. Ms. Cole stated that she doesn't think so. Rather, capital expenditures will still come from our own capital budget, likely in consultation with the Buildings Director. Ms. Cole is looking forward to input on building issues from the new Buildings Director and she will keep the Board updated on how the relationship evolves.

Burke Fund: Ms. Stern reported that funds are being spent by Children's Department on books, movies and other programming. Mr. Tracy asked about the museum passes. Ms. Cole responded that they are renewed at different times during the year according to each museum's schedule. Ms. Cole encourages staff

to spend down Burke funds for materials before other funds are spent which explains why the Burke funds are already over half spent for the fiscal year.

HATCH Financials: These look fine. Ms. Stern noted that she was surprised how little was requested for the grand opening celebration and remarked that it was a nice event.

Ms. Hammonds made a motion to accept the financial report. Ms. Peoples seconded. All voted in favor.

Chair's Report: Mr. Tracy noted that the parking on Tuesday evenings should ease up after this month due to the end of fall sports. Mr. Tracy also informed the Board that parking passes are available from the Clerk's office for trustees. Ms. Peoples asked if passes could be used behind Town Hall and Ms. Stern replied yes behind and alongside Town Hall any time of day.

Director's Report: Consideration and Action on Budget for Trustee Stern Retirement: Ms. Cole requested that the Trustee meeting on December 5th be moved up an hour to 6:00pm with the party for Ms. Stern to follow at 7:00 in the Watertown Savings Bank Room. Ms. Cole requested that \$350 be transferred from the Trustees account to cover the cost of food and decorations. Ms. Peoples made a motion to transfer \$350 from Trustees Account for Retirement Party expenses. Ms. Hammonds seconded. All voted in favor.

Consideration and Action on No Smoking Policy: There have been complaints re: smoking on Library grounds, specifically in the area out front where the tables and chairs are set up. The Town Attorney informed Ms. Cole that the Trustees may enact a stricter no-smoking policy for the Library than the Town has enacted. The Town prohibits smoking within 25 feet of any town building. The tables and chairs are more than 25 feet from the Library building. Ms. Cole recommends prohibiting smoking on all Library grounds. A discussion ensued. Ms. Stern noted that people do smoke in the back of the building as well as the front. The Library staff do not have sight lines to front or back of building so only know if people are smoking if other patrons complain. There are numerous complaints of smoking at tables out front while others are trying to eat there. Mr. Tracy asked if we could prohibit smoking out front and designate space in the back of the building for smoking. Mr. Tracy suggested designating the grassy area to the side of former police station as a smoking area. This area may be too close to the Library to allow smoking--we may enact a stricter policy than the Town's 25' prohibition but cannot enact anything more lenient. Ms. Cole noted that Town Hall employees who smoke do so near the dumpster behind Town Hall. Ms. Peoples asked what grounds does the Library control. The Library's grounds extend to the curbage of the sidewalks on the front and sides of building and up to the parking lot in the back. Mr. Tracy does not think that we can direct library patrons to smoke in 'dumpster area' because that is not part of the Library grounds. Ms. Hammonds asked if we would be responsible for snow removal from any designated smoking area if it were not on the sidewalks. Probably not. Ms. Stern asked what our Policy states now. The Library enacted no smoking within 25' of entrance and then the Town later enacted its own rule prohibiting smoking within 25' of any town building--we need to comply with that measure. Ms. Peoples asked how we would communicate any new no smoking policy to patrons. The Library would send notice to newspaper, install signs, educate staff, etc. Ms. Stern asked if there are any smokers on staff and Ms. Cole responded that there are a couple. Mr. Tracy asked if there are any frequent Library patrons who take smoke breaks. There are some who tend to smoke at the charging station and at the tables out front. Ms. Cole recommended prohibiting smoking in front of the building and will measure distances from building to grassy area out back. If that area is more than 25' from the building, then she suggests designating it a smoking area. If it is not, she recommends prohibiting smoking on all Library grounds.

Ms. Stern moved that the Director check to see if we have space for a smoking area in the back of Library, if so we will designate it a smoking area and prohibit smoking in front of Library. If there is not adequate

space in back, we will prohibit smoking on all Library grounds. Mr. Ferguson seconded. All voted in favor.

Consideration and Action on HATCH Funding. Per Memorandum from Ms. Browne, the Director requested \$5,000 be allocated from LIG/MEG for HATCH supplies and expenses through June 30, 2018 (expenses listed in memo). Ms. Stern moved to allocate \$5,000 to HATCH from LIG/MEG. Mr. Ferguson seconded. All voted in favor.

Consideration and Action on FY19 Action Plan: The Director presented the FY19 Action Plan and responded to several queries from Trustees regarding individual objectives and activities listed on Plan. Ms. Stern moved to accept the FY19 Action Plan. Ms. Hammonds seconded. All voted in favor.

Lynda.com: Ms. Cole presented statistics on Lynda (sheet attached). It is a very popular service. Ms. Hammonds asked if the Library staff had reached out to the high school regarding Lynda. The teen librarians do highlight Lynda and other online services when they visit the schools. Ms. Stern asked if there are statistics that show how many courses have been completed on Lynda. The statistics just show video uploads not whether they were watched completely.

New Business: Mr. Tracy asked if the Library would consider hosting a bulk shredding day. Ms. Peoples said that she believes the DPW already does that. Ms. Cole said she would look into it.

Mr. Ferguson asked if any posting of Library policy was needed in response to the recent complaint about a program that took place in the Watertown Savings Bank Room in September. Ms. Cole said our policy is clear and there has been no more feedback on this and that posting something may just call more attention. No action required.

Ms. Hammonds asked about recent discipline issues in teen room and asked for an update on any ongoing issues. Ms. Cole said issues come in waves. This year is difficult. Kerry ensures that teen staff and the temp staff know exactly what the expectations are in that room. Ms. Cole said it's a difficult balance. You want kids to feel like it's a place they can come and hang out and express themselves. But, kids who want to come and read quietly need to feel comfortable too. Kerry and Kelly are very good at finding a balance and Ms. Cole trusts them to bring issues to her, as needed.

Old Business: Ms. Peoples asked about the ARIS Submission. She wondered if the Building Committee should have been listed as a Friends group since that is the role the Building Committee plays. Ms. Cole said it has to officially be called a Friends group and it has to have members in order to be listed. We can't really make note of the Building Committee's existence on the online form. There's no comment space. Also, the ARIS Submission is only informational. Our funding does not depend upon it.

Requests for Information: None

Next Meeting: Mr. Tracy suggested holding next meeting on the first Tuesday of December since we are meeting late in October and the first Tuesday in November is election day. Next meeting is 12/5 at 6:00pm.

Ms. Stern moved to adjourn at 7:57 pm. Ms. Hammonds seconded. All voted in favor

Respectfully submitted,

Leanne Hammonds

ENCLOSURES: Agenda; Draft September 5, 2017 Minutes; FY18 Year-to-Date Budget Report; FY18 1st Quarter Budget Breakdown; FY18 Funds and Grants; Ruth Griffin Fund Activity Sheet; Burke FY18; Hatch Financial Report; Memo re: No Smoking Zone; Memo re: Hatch Funding Request; Memo re: FY19 Action Plan Draft; WFPL FY19 Action Plan Draft; Memo re: Hatch Updates; Lynda Statistics