

## **Watertown Free Public Library: TRUSTEES MEETING**

**Tuesday, May 5, 2020 at 7pm**

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. No in-person attendance of members of the public will be permitted, but the public can listen to or view this meeting while in progress via Zoom meeting ID 985 5733 9199

Password 998118. Members of the public may access the meeting through this link

<https://zoom.us/j/98557339199?pwdh0GdSUUFnTTFHV0lvU2FdZDZiaWILdz09>

or by dialing in at 646 558 8656 and entering the meeting ID and password. Members of the public attending this meeting virtually will be allowed to make comments if they wish to do so, during the portion of the hearing designated for public comment, by audio.

Present: WFPL Trustees: Leanne Hammonds, Chair, Sheppard Ferguson, Vice Chair, Michael Hanlon, Treasurer, Teddy Kokoros, Secretary, Daniel Pritchard, Emily Izzo, WFPL Director Leone Cole, WFPL Assistant Director Caitlin Browne

### **AGENDA**

#### **Call to Order 7:01**

#### **Secretary's Report**

Secretary's report was accepted and approved without amendments.

#### **[Minutes of April 7, 2020 Meeting](#)**

#### **Public Forum**

No Member of the public present

#### **Red Leaf Café Update**

Former Trustee Raya Stern is offering to help staff with \$1,000 donation to give gift cards to library staff

#### **[Financial Report](#)**

Mr. Hanlon reported that year to date The Library has spent 76.2 percent of the budget and 83 percent of the fiscal year has passed.

Director Cole reported that full and part time staff are being paid and there will be a surplus due to COVID-19 that will go back to the town.

The Town Manager has not done his presentation to the town regarding the budget because there is still no update from the state related to local aid; in addition, The Watertown Library should be prepared for reductions in the budget due to COVID-19.

## **FY20 Budget**

### **Burke Fund Report HATCH Financials**

No Updates for Burke Fund. Assistant Director Browne reported that a \$2000 donation was given to HATCH.

A motion was made and passed to accept the financial report

## **Chair's Report**

### **Director's Report**

Updates: The Watertown Library staff is doing a lot of online programming.

*IT Upgrades:* The Watertown Library is installing new wireless access points which make the wireless system more robust. This work will begin next week.

*Town Social Media Accounts:* The Watertown Library will be running social media accounts for Facebook, Twitter, and Instagram for the Town of Watertown. Assistant Director Browne will work 5 hours a week on this project.

*Grant Awards Consideration and Action on:* The Watertown Savings Bank Customer Choice Award of \$3000 was awarded to The Watertown Library

*Elimination of Fines:* A motion was made and passed to go to the town manager to ask to eliminate fines for overdue items at the library.

*Curbside Pickup:* Director Cole summarized a plan to have curbside pickup at The Watertown Library (full plan available in meeting packet).

A motion was made and approved to go forward with curbside pickup.

*Phased Re-Opening:* May 18<sup>th</sup> is the presumptive opening date but that may be changed. The Watertown Library is also awaiting information from the Governor's reopening task force. A special Watertown Trustees meeting might be needed when reopening is possible after getting guidance from the state and town.

Landscaping: A motion was made and approved to use LIG/MEG funds in the amount of \$22,517 for the landscaping project

**Old Business:** The Strategic Planning Process was given an extension until next year.

**New Business**

**Requests for Information and Responses Date of next meeting:** No Request

Next Meeting Date: June 2 or possible sooner

**Adjournment : 7:49**