THE CITY OF WATERTOWN

MEMO

(Library)

To: Library Board of Trustees

From: Mary Lopez, Library Director

Date: 11/3/26

Subject: Meeting Room and Maker Space Policies

Background

The meeting rooms and MakerSpace are well utilized resources. Modification may be needed related to room use and the prohibition of buying and selling in the room and possible limits to reservation of the meeting space.

Budget Goal

N/A

Financial Impact

N/A

Recommendation

I recommend that the board reviews the prohibition of buying and selling and clarifying if and when exceptions can be made. I also recommend that the board look at the Maker Space reservation policy and consider limits on how many reservations can be made in advance and the number of hours per day the Maker Space can be reserved by an individual user.