



## **Board of Library Trustees**

**Gladys E. Kelly Public Library, 2 Lake Street, Webster, MA**

**Minutes for Thursday, December 8, 2022**

### **In Attendance:**

Rena Klebart, Chair, Donna Becker, Vice Chair, Martina Koziak, Treasurer, Jeanne Mikels, Secretary, Evelyn Pappas, Sue Buehler, Mary Chabot, Library Director Sondra Murphy, and Assistant Director and Clerk Evan Hale.

### **Meeting called to order at 5:34PM**

### **Approval of Minutes**

Mary moved to accept the minutes as written, Tia seconded. Motion passed unanimously.

### **Reports**

#### Director's Report

Sondra discussed several aspects of the Director's Report. Unfortunately, the financial request filed with the Cultural Council Grant was not approved: feedback was that the request was more of a capital improvement request, rather than a programming request. There was some discussion regarding possible outreach to help the homeless population in Webster. Sondra also applied for a grant to establish a community garden to be located between our parking lot and the Senior Housing.

#### Warrants and Financial Reports

Tia discussed Library financial information. Sondra said we received notification of our State Aid disbursements. We received \$9,000 more overall this year. We receive it in two chunks of approximately \$22,000 each.

#### Friends' Report

Sue discussed the Friends' Report. Allison Caraceni is working with Evan on the Friends' webpage on our website. Books in Bloom has a revised date and will occur on April 27<sup>th</sup>. Friends are also revising the membership form. Randa is giving out a membership survey at all Friends' sponsored programs. Amazon Smile is up and running. Equipment will be purchased to turn the Community Room into a gallery. An exhibit committee is being assembled. Sondra added that if anyone in the trustees wants to be a part of the exhibit committee they should contact her. Allison Caraceni is the new Friends' Vice President on the Friends' Board. The Board will meet on the second Thursday of the month, prior to the Board of Trustees meeting. Mary asked about getting a Sheep from the Slater Museum sponsored by the Friends. Evan will contact Reanna with questions about the Sheep.

### **Unfinished Business**

#### Personnel

Have interviewed two people and will be interviewing one more this week. Will be able to offer a job to a candidate early next week.



### Strategic Planning

The first Strategic Planning Advisory Committee (SPAC) on November 15, 2022 went very well and was productive despite a power outage. The Trustee & Friends SOAR was held on November 17th. We are just waiting for a few people who were unable to attend the SOAR to take the survey. The Strategic Planning committee completed a draft of the community survey, and a teen survey, which had input from staff. We met today (12-8-22) with our consultant to review these questions. The goal is to finalize both surveys by December 16th. Our consultant will then create an online Survey Monkey Test site for us. A group (TBD) will test this site and the provided QR code. This will be followed by the formalization of a marketing plan.

We plan to go live 1/17/23 with both surveys. The surveys will have a two-week turnaround time. Any assistance that you can provide us in getting the word out when the time comes, will be greatly appreciated. Our next Strategic Planning Committee meeting with our consultant is January 5th.

### Bartholomew Trust Accounts

Tia discussed findings by Tim, the town accountant, regarding some of the Trust Funds. Will discuss whether we should put together a budget to spend money from Trust Funds.

### **New Business**

#### Community Space Policy 1<sup>st</sup> Reading

Sondra highlighted some aspects of the Community Spaces policy in development. Suggestion to reword one of the regulations of the policy to be clearer. Suggestion for Non-Profit groups outside of Webster to pay a lower rate than For-Profit groups in general. Recommendations or concerns are to be sent to Sondra before a second reading of the policy in January.

### **Adjournment**

Mary moved to adjourn; Tia seconded. Motion passed unanimously and the meeting was adjourned at 6:30PM.

Respectfully submitted,

*Jeanne Mikels*

Exhibits:

Director's Report

Financial Reports

Approved 1/9/23