



Board of Library Trustees

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

Minutes for Thursday, January 12, 2023

In Attendance

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

Absent

Sue Buehler and Evelyn Pappas are absent.

Meeting called to order at 6:05PM

Approval of Minutes

Mary moved to approve minutes; Tia seconded. The motion passed unanimously.

Reports

Director's Report

Rena commended Sondra for having built a very cohesive team. Sondra talked about our new website, new personnel, increase in our State Aid funding, and the ARSL Garden Grant. Discussion regarding the usage of the produce for the Community Garden. Sondra is planning to ask for a Malser Grant for a Charlie Cart, a mobile kitchen that will be used in conjunction with the garden. Donna commended the addition of a Notary Public.

Warrants and Financial Reports

Tia discussed the Financial Reports.

Friends' Report

Sondra discussed some programs the Friends' will fund through the Library. We will be doing a Mobile Whale program and run it as a field trip with All Saints' School. The Friends' are also working on Bites, Books and Blooms.

Unfinished Business

Personnel

Sam Cramer is starting next Wednesday as a part-time Circulation Assistant.

Strategic Planning

The second and final SPAC (Strategic Planning Advisory Committee) meeting held on January 9th went well. The surveys go live on January 17th and we can use help getting the word out. Survey data will need to be analyzed once the Surveys close on February 1st. We are hoping the surveys will generate several volunteers for the three focus groups. Work has begun on the questions for these Focus Groups and we will begin recruiting once we know more.



Bartholomew Trust Accounts

Rena discussed some questions that were compiled and submitted to the Town Attorney regarding Trust Funds. His opinion has been received. Question regarding whether bequests can be put into accounts besides Bartholomew Trusts. Question about possible restrictions on use of funds going to the Friends at the behest of the Trustees. Tia will draft a memo of understanding with the Friends of the Library regarding their usage of large donations.

Community Spaces Policy 2nd Reading

Sondra discussed several changes to the Policy based on feedback from members of the Trustees. "Commercial Purposes" in the first paragraph was clarified and the fee for non-profits from outside of Webster will be lowered to \$35. Mary moved to accept the policy as amended; Tia seconded. The motion passed unanimously.

New Business

Early Closing April 27th

Sondra would like to close the Library at 3PM to allow time to set up the Bites, Blooms & Books event. Mary moved to accept; Tia seconded. The motion passed unanimously.

Maternity Leave Request

Sondra discussed her upcoming maternity leave. She requested permission from the board to work from home starting January 30th to February 3rd, and to continue to work from home until the baby comes. Tia moved to approve the request; Mary seconded. The motion passed unanimously.

Terms of Trustees

The terms of the current Trustees were reviewed at Rena's request to ensure the website information is correct.

Adjournment

Mary moved to adjourn; Tia seconded. The motion passed unanimously. Meeting adjourned at 7:29PM.

Respectfully submitted,

Jeanne Mikels, Secretary

Evan Hale, Clerk

Exhibits (to be posted on the Library Website)

Director's Report

Financial Reports

Community Spaces Policy

Minutes Approved: February 9, 2023