



Board of Library Trustees

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

Minutes for Thursday, March 9, 2023

In Attendance

Rena Klebart, Chair, Donna Becker, Vice Chair, Martina Koziak, Treasurer, Jeanne Mikels, Secretary, Mary Chabot, Evelyn Pappas present. Evan Hale, Assistant Director was also present. Sue Buehler arrived at 6:18PM following the conclusion of the Friends' meeting.

Meeting Called to Order at 6:05PM

Approval of Minutes

Mary Chabot moved to accept the minutes as issued; Martina seconded. The motion passed unanimously.

Reports

Director's Report

Evan highlighted the 2 new databases to which Library patrons have access: Kanopy, a video streaming service with a primary focus on Indie Films and Educational Documentaries and CreativeBug offering step-by-step tutorials of crafts. Evan has also created a new category of Reference Stats to help highlight the specific demands on the Staff's time. This set of stats will track the number of requests by patrons for assistance that falls into 1 of 4 categories: Ready Reference, Computer Help, Readers' Advisory and In-Depth Reference. Generally, Webster patrons seem to be much more in need of Computer Help than might be expected.

Evelyn mentioned the Park Avenue School lost their library due to space needs while the High School lost their library due to Budget issues.

Warrants and Financial Reports

Tia spoke about the Financial Reports.

Friends' Report

Sue reported that Bites, Books & Blooms will feature 18 arrangements Books and Blooms floral arrangements. Ticket prices will be \$35 each, and the Event will offer a Cash Bar for all beverages including a Lemonade Fountain. The Community Garden Project is starting up and a call will be going out for volunteers to help build the raised beds. Annual Membership letters and a revised Membership form will be mailed out June 1st. A mini-membership application was left on the chairs set up for one of the concerts in the Community Room and 5 were completed and returned. The Friends' Annual Meeting is scheduled for September 7, 2023, and suggestions for a speaker would be appreciated. The Volunteer Lunch is scheduled for May 6th. The Friends' Book Sale is June 8 – 10, with set-up on the 7th. Both books and volunteers are being actively sought.



Unfinished Business

Personnel

Children's Librarian Natalie has accepted a new position elsewhere but agreed to work 2 evenings per week until a new person can be hired. The position has been redefined to exclude all Programming responsibility which falls to Andrew's position, so this is now strictly a Children's Circulation position. An offer has been made to a suitable candidate, but she has not yet accepted.

Evan has built an enlightening comparative spreadsheet of library staffing levels and hours with surrounding communities of similar size. This comparison will be enhanced with further detail and is expected to become a valuable tool in supporting staff growth.

Strategic Planning

Donna Becker provided the following update. The Committee completed the questions to be asked during each of the Focus Group sessions to be held February 27th, March 7th, and 9th. Invitation letters were sent twice to the 33 interested respondents from the Community Survey. The first session was cancelled due to no responses. Following several phone calls by Committee members, the remaining 2 sessions were filled. The first went very well while the second is occurring concurrently with this meeting of the Trustees. Work has also begun on the Community and Library Profile sections of the Strategic Plan and their meeting on March 8th discussed contents and where to find the needed hard data. The Committee also needs photographs, preferably in digital format, of well attended events or a popular program. Any such photos should be sent to Donna.

Bartholomew Trust Accounts

Tia discussed the Trust Accounts. Massachusetts Law limits the funds in which municipal funds can be invested and the Library Funds are invested in all of them except two. Our Funds are not sufficiently large to warrant pulling them out of the current investments and moving elsewhere independent of the Town Funds. This exploration of the Bartholomew Trust Accounts is now complete after some reclassing financial entries to reflect the funds more accurately, but which didn't change the bottom line.

New Business

Settlement

The suit against the Town, Library and individuals has been settled.

Budget Update

We had asked the Town for a Budget increase in the Part Time Clerk Budget Line, but it was refused.

We have received a \$50k bequest received for use by the "children's reading department". Mary moved to accept the donation by the estate of Dolores Manzi and recognize the obligation to post a plaque of acknowledgment, with the funds to be invested with Bartholomew and the actual investment to be determined following research. Martina seconded. The vote of approval was unanimous.



Mary reminded the Board of the books published in the 1590's that have been relegated to the Town Clerk's Safe after being judged "worthless" years ago. Mary also reminded the Board that two display cases are being stored on the 2nd floor of the Senior Center but are not being used. They were originally moved there when the Chester C. Corbin Library was being emptied and there was no room in the Temporary Library for them. These two issues will be addressed. The Grandfather Clock replica previously given to the Library does not work, has not worked in many years and requires annual maintenance for which there are no funds. The Secretary will draft a letter to the donating party requesting removal.

Martina moved to adjourn; Mary seconded. The vote in favor was unanimous and the meeting adjourned at 7:35PM.

Respectfully submitted,

Jeanne Mikels, Secretary

Exhibits (to be posted on the Library Website)

Director's Report
Financial Reports

Minutes Approved: April 13, 2023