



Board of Library Trustees

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

Minutes for Thursday, May 11, 2023

In Attendance

Rena Klebart, Martina Koziak, , Jeanne Mikels, Mary Chabot, Sue Buehler, Evelyn Pappas and Richard Franas. Evan Hale, Assistant Director was also present, along with Guest Elaine Davies.

Meeting Called to Order at 6:01PM

Election of Officers

The following officers were nominated: Rena Klebart – Chair, Richard Franas – Vice-Chair, Martina Koziak – Treasurer and Jeanne Mikels – Secretary. The vote of approval was unanimous.

Review of Bylaws

Jeanne moved the monthly meeting of the Board of Trustees be kept on the second Thursday of each month, beginning at 5:30pm; Mary seconded the motion. The motion was unanimously approved.

Approval of Minutes

Mary moved to accept the April 13th minutes as issued; Jeanne seconded. The motion passed unanimously.

Reports

Director's Report

Evan reported 8 raised garden beds have been installed. The projector repair in the Community Room, including a maintenance agreement will be closer to the upper limit of expenditure approved at the April 6th Trustee meeting. Adult game night is developing nicely. Evan has obtained qualification as a Notary Public; this additional public service will be added to the Ready Reference Statistics going forward.

Warrants and Financial Reports

Tia explained the Town only budgets for some of the part-time staff, and once that's spent down, State Aid is used. The FY24 Town Budget, approved on May 8, 2023, includes an increase of \$10,000 for part-time staff.

Friends' Report

Sue reported the Friends have moved their monthly meetings to the 2nd Tuesday of each month to eliminate overlapping with the Trustees. Bites, Books & Blooms netted about \$4,000: while it was great for community building, it wasn't as successful financially as hoped. The Book Sale is scheduled for June 8 – 10. The Friends received 2 Malser Grants, each for \$7,500 – one for music programs, one for One Book One Community. The Friends would like to increase their Board by 2 members.



Unfinished Business

Budget Update

A copy of the approved FY24 Town Budget was distributed.

Strategic Planning

The Strategic Planning Flow Chart was distributed – Step 2 is fully completed. Staff received *glowing* responses, which is highly uncommon according to the consultant.

Projector Update

The Service Contract cost \$2,625 and includes 15 hours of maintenance. The Town IT Department will have a copy of the coding being written for the projector. The contract has been signed and arrival of the unit is pending.

Emergency Support Supplies / Equipment

Fire Chief Hickey obtained replacement batteries for the defibrillator; the unit is now fully functional.

Raised Bed Garden Project

Sondra returns to part-time status on Monday, May 15th and will move this project forward with plans to reach out to local farmers to request a discount on seedling purchases. Mary suggested also reaching out to the Sheriff's Department as they run a similar program elsewhere. The Malser Grant for the Charlie Cart has been approved.

New Business

Grandfather Clock

Every conceivable effort has been made to identify the original donors of the 1960's reproduction Grandfather Clock, but to no avail. Mary moved that the clock be respectfully retired and removed from the Library; Jeanne seconded the motion. The motion was unanimously approved.

Definition of "Library Program"

The Library Staff provided a Draft of the definition: A Library Program is any program that is approved and supported by the Library Director and Staff that is free and open to the public.

The Trustees will discuss this at next month's meeting. Any suggestions relative to this Draft should be sent to the Secretary for dispersal.

Mission Statement

Discussion postponed.

Mary moved to adjourn; Martina seconded. The vote in favor was unanimous and the meeting adjourned at 7:27PM.



Respectfully submitted,

Jeanne Mikels, Secretary

Exhibits (to be posted on the Library Website)

Director's Report

Financial Reports

Minutes Approved: June 13, 2023