



Board of Library Trustees
Gladys E. Kelly Public Library, 2 Lake Street, Webster, MA
Minutes for Thursday, October 9, 2025

In Person Attendance

Susan Veshi, Vice Chair, Jeanne Mikels, Secretary, Martina Koziak, Treasurer, Mary Chabot and Rena Klebart. Sondra Murphy, Library Director. Absent were Rich Franas, Chair and Evan Hale, Assistant Director and Board Clerk

In Virtual Attendance:

Sue Buehler

Meeting Called to Order

The meeting was called to order at 5:02PM.

Minutes:

Mary moved to approve the minutes of the September meeting as written; Rena seconded. Roll call vote: Martina - aye, Mary - aye, Jeanne - aye, Rena - aye, Sue – aye, Susan - aye. The motion passed unanimously.

Presentation by Finance Director & Bartholomew Vice President

Town Accountant Tim Bell introduced the Bartholomew & Company Vice President. She provided a brief overview of how the Town's funds have been invested historically and the changes that were made in August 2023 after the State Legislature authorized town choice in expanded and approved investing options. The conservative target return for the new allocation of funds is 6% annually, rather than the 2% - 3% earned previously.

Prudent Investing Vote

Martina moved to accept the Prudent Investor Funds allocation for the Library funds: Mary seconded. Roll call vote: Martina - aye, Mary - aye, Jeanne - aye, Rena - aye, Sue – aye, Susan - aye. The motion passed unanimously.

Reports

Trustees Report from the Director

Sondra highlighted portions of her report.

Warrants and Financial Reports

Martina signed warrants for approximately \$37k for payroll and \$14K for Accounts Payable through September. Details be provided for the November meeting. She also provided a brief overview of the current financial reports.

Friends Update

Sondra reported that the Friends's Annual Meeting has been held. Chris McManus has joined the Board. The BBB was a tremendous success. The Book Sale is tentatively scheduled for May 13 – 16, 2026, although an additional mid-winter book sale is being considered.

Unfinished Business

Open Hours Review

Sondra proposed that as of November 5, 2025, the Library hours change to: Monday – Thursday 9 – 8, Friday 9 -1, Saturday 9 -2 . Mary moved the Library hours change as proposed; Rena seconded. Roll call vote: Martina - aye, Mary - aye, Jeanne - aye, Rena - aye, Sue – aye, Susan - aye. The motion passed unanimously.

Holiday Hours Columbus Day

Per union contract, the Library will be closed for Columbus Day.

Main Street Trick or Treat Hours

Sondra requested to stay open until 6 pm to accommodate the Main Street Trick or Treat hours. Sue moved to approve that extension of hours; Jeanne seconded. Roll call vote: Martina - aye, Mary - aye, Jeanne - aye, Rena - aye, Sue – aye, Susan - aye. The motion passed unanimously

Staff Update

Janessa was hired a week or so ago and has since run her first staff meeting. Interviews were held last week for the part-time position, resulting in a very good candidate. James will shift more toward Reference Desk work and Janessa will move to Circulation Desk Manager and Tech Services.

Study Room Chairs

New chairs are needed but the cost has not yet been estimated. The best source for funding may be the Building Fund with 58K from the Place but that decision will be made once a cost estimate is available.

Oral History Project Update

Nichols College has suggested their A/V equipment is better suited to this project but the Library's soundboard might be better. Ideas are currently being brainstormed to make folks more aware of this project.

Teen Room Issues

The Teen Room was closed in early October. It has been closed twice in 2 years due to physical damage to the area with ongoing disrespectful; bad behavior. Plans are to remove the computers, relocate the tables to the Tween Room and convert the Teen Room into a Sitting Room area. Expanding the camera coverage will increase license cost. In the meantime, a Google Ring camera has been installed in blind spot. There is a staff person on the desk for an hour per day. Vaping is also a problem.

New Business

Sondra reported that the Webster Cultural Council Grant application was in progress and that the LSTA Grant Application had been submitted.

Adjournment

Martina moved to adjourn; Rena seconded. Roll call vote: Martina - aye, Mary - aye, Jeanne - aye, Rena - aye, Sue – aye, Susan - aye. The motion passed unanimously. The meeting adjourned at 6:20PM.

Respectfully submitted,

Jeanne Mikels, Secretary

Exhibits (to be posted on the Library Website)

Director's Report

Financial Reports

Minutes Approved: November 13, 2025