



Board of Library Trustees
Gladys E. Kelly Public Library, 2 Lake Street, Webster, MA
Minutes for Thursday, June 11, 2026

In Attendance

Susan Veshi, Chair, Rena Klebart, Vice Chair, Jeanne Mikels, Secretary, Martina Koziak, Treasurer, Mary Chabot and Ashleigh Dziedzik. Also present, Sondra Murphy, Library Director, and Evan Hale, Assistant Director and Board Clerk. Sarah Reed arrived at 5:02

Meeting Called to Order

The Meeting was called to order at 5:00PM.

Minutes:

Mary moved to approve the minutes as written; Martina seconded. The motion passed unanimously.

Reports

Trustees Report from the Director

Summer eats will be offered at the library every week this summer. Senator Moore responded to the letter written by the trustees regarding dedicating the community meeting room in his honor, mentioning that he would prefer to have a formal dedication ceremony on a Sunday. Following discussion, Sondra will suggest a different day to the Senator to allow for public attendance. Evan spoke about the successful WDBA job expo at the Library

Warrants and Financial Reports

Martina spoke about the financial reports and provided the Town of Webster Prudent Trust Funds Portfolio Review as of 02-28-2026. She also reported signing the following warrants:

Category	Date Range	Amount
Accounts Payable	Thru 05-28-2026	\$12,512.09
Payroll	05-23-2026 & 05-30-2026	\$17,212.65

Friends Update

Sondra gave an update on the last Friends meeting where some children's room improvements were discussed.

Unfinished Business

Joint Trustees/Friends Meeting follow-up

Sondra spoke about the meeting including strengths and opportunities that were discussed. She used this information to create the action plan.

Action Plan

Sondra reviewed the ending status of the FY26 Action Plan and presented the FY27 Action Plan. Mary moved to approve the FY27 Action Plan; Martina seconded. The motion passed unanimously.

Grants Status

Sondra is still waiting to hear the results from several grants that were applied for.

Children's Assistant Position

There have been several promising candidates interviewed and a decision will be made shortly.

Children's Room Improvements

Sondra and Evan spoke with the original architect about developing plans to improve the children's room, including updating the desk, and adding office space. The fee proposal and letter agreement was reviewed. The Trustees requested additional information regarding the scope of the project before moving forward with approving the planning phase.

Newsletter

Susan asked the trustees for input on the column from the trustees that can be entered into the newsletter. For the newsletter published in June they will provide a bio for the two new trustees.

New Business

Buildings & Grounds Revolving Fund

Sondra spoke about looking for creative ways to pay for incidental expenses that happen in regard to Library building maintenance. She will speak to some other departments about building improvements.

Minimum Staff Policy

Susan spoke about the possibility of having a minimum staffing threshold for the Library to operate. Following discussion, it was determined such a policy should require three staff members to always be in the building.

Holiday Closure

Mary moved to close the Library on Friday and Saturday, July 3rd and 4th in observance of Independence Day; Martina seconded and the motion passed unanimously.

Agenda

Susan questioned if the agenda should reflect when there are supporting documents to be reviewed but it was decided such notations are not necessary.

Trustee Orientation

Susan reminded the trustees about the trustee orientation series being offered online by the MBLC.

Adjournment

Martina moved to adjourn; Mary seconded and the motion passed unanimously. The meeting adjourned at 6:37PM.

Respectfully submitted,

Jeanne Mikels, Secretary

Evan Hale, Clerk

Exhibits (to be posted on the Library Website)

Director's Report

Financial Reports

Minutes Approved: July 9, 2026

