



**Board of Library Trustees**  
**Gladys E. Kelly Public Library, 2 Lake Street, Webster, MA**  
**Minutes for Thursday, December 11, 2025**

**In Attendance**

Rich Franas, Chair, Susan Veshi, Vice Chair, Jeanne Mikels, Secretary, Martina Koziak, Treasurer, Mary Chabot and Rena Klebart. Also present, Sondra Murphy, Library Director, Evan Hale, Assistant Director and Board Clerk. Rick LaFond, Town Administrator, and Tim Bell, Town Accountant, were also present and left the meeting at 5:39PM. Susan Buehler was absent.

**Meeting Called to Order**

The meeting was called to order at 4:57PM.

**Minutes:**

Jeanne noted that 2 typos had been corrected since the November minutes were distributed for approval. Martina moved to accept the minutes as amended; Susan seconded. The motion passed unanimously with Rich and Mary abstaining.

**Reports**

Rick LaFond - State of the Town

Rick LaFond presented the current outlook for the Town's FY27 budget.

Trustees Report from the Director

Sondra highlighted the Veterans' Luncheon, which resulted in 3 additional participants for the Oral History project. She also attended the legislative breakfast in Framingham.

Warrants and Financial Reports

Martina reported 7.3% spend for November putting the YTD budget at just under 40% and provided the following Warrant Information:

Payroll	32,729.50	5 weeks ending 11/15/2025
Accounts Payable	26,279.36	5 weeks ending 11/03/2025

Friends Update

Sondra reported the Friends meeting included further discussion about the proposed new sign at the Library and new donation boxes have been placed in the Library. There was a proposal to have an ongoing raffle in the lobby as a fundraiser.

**Unfinished Business**

Staff Update

Paige St. Lawrence moved from Children's Assistant to the Youth Services Librarian, effective December 1<sup>st</sup>. Due to financial considerations, the Town is not allowing us to backfill her previous position.

### Friends Electronic Sign Discussion

The Friends are continuing to research an electronic sign.

### IMLS Status

IMLS has been fully funded, which is great news for Libraries.

### Internet Policy Update Discussion

Filtering software will be installed on the Public Access computers as a requirement to adding Wi-Fi access outside the Library. Sondra amended one sentence in the policy to note the use of filtering software on public computers. Mary moved to accept the amendment to the policy; Rena seconded. The motion passed unanimously.

### Action Plan Update

Sondra spoke about the progress of our Action Plan. We will explore a brainstorming session between the Trustees and Friends to discuss next year's action plan items.

### Capital Improvement

Sondra submitted a \$12,500 Capital Improvement request for FY 27 to upgrade our Security Camera server as the current system is past its useful life. The Town IT team will perform the labor leaving the requested funds for a new server, additional cameras and access points.

### Oral History Status

All 14 interviews are finished and are currently being edited by Nichols College. The Interviewer will review to find a common thread to enable a narrative to weave the interviews into a cohesive story. Multiple screenings are planned: initially at the Samuel Slater Experience, and at Nichols College. Other locations will follow.

### Holiday Closing

We will be open 9-1 on Christmas Eve and New Years Eve, closed on Christmas Day and New Years Day. Mary moved to approve these hours; Rena seconded and the motion passed unanimously.

### **New Business**

#### Backfilling Children's Assistant

Sondra spoke about the impact of not filling the Children's Assistant position. She also spoke about the decrease in State Aid from last year and how that affects our staffing.

### **Adjournment**

Mary moved to adjourn; Martina seconded. The motion passed unanimously and the meeting adjourned at 6:23.

Respectfully submitted,

*Jeanne Mikels*, Secretary

*Evan Hale*, Clerk

**Exhibits** (to be posted on the Library Website)

Director's Report

Financial Reports

Minutes Approved: January 8, 2026