



In Attendance: Rena Klebart, Chair, Donna Becker, Vice chair, Martina Koziak, Treasurer, Sue Buehler, Mary Chabot, Sondra Murphy Library Director and Evan Hale Assistant Director and Clerk. Evelyn Pappas arrived at 6:04PM

Absent: Jeanne Mikels

Meeting called to order at 6:02PM

Pledge of Allegiance

Approval of minutes

First order of business is to approve minutes of October 13th Mary motions to approve, Tia seconds. Motion passes unanimously

REPORTS

Director's Report: Sondra highlighted the completion of the new website. She plans to submit the design for an award at MLA. She congratulated Evan on his position as the Assistant Director of the library. She also highlighted the Cultural Council Grant the library received for STEM-related fixtures in the Children's Room.

Sondra mentioned Greenfield Glass came to look at the leak in the Children's Room, but she was unable to meet with them because she was out on Monday. The inspection will be at the library's expense.

Evan spoke about the Avigilon upgrade for security cameras. The camera feed is now available in the Children's Room.

Warrants and Financial Reports: Martina Koziak reviewed the monthly Financial Report.

Friend Report: Sue Buehler discussed the Friends' Report. Some discussion about Amazon Smile account. One Book, One Community will be May 18th 2023 at 6:30PM. Taste of Webster/Books in Bloom will be on April 21st and 22nd, titled "Bites, Books and Blooms." The Friends' Membership Form is being updated. Evelyn asked if Board members can join, they can. Next Friends meeting is December 5th.

Rena spoke about the architectural award the Gladys E. Kelly Library received.

UNFINISHED BUSINESS

Personnel: Sondra updated personnel business. Randa will be the full-time Program Coordinator starting Monday November 13th. In her position, Randa will be the liaison to the Friends for programming. Donna asked about technology needs of Library, and how future staffing will reflect those needs. She noted that the job descriptions do not mention technology requirements. Evan will continue to manage Library technology. There was some discussion about the posting for the part time position to include technology.

Rena spoke about the role of the Clerk and the Secretary of the Trustees and reviewed the sequence for posting and submitting meeting minutes.

Strategic Planning: Donna spoke about Strategic Planning. Staff SOAR was held on Wednesday 11/2, it went well. Strategic Planning Advisory Committee (SPAC) will meet 11/15. The SOAR for Trustees and Friends is set for Thursday 11/17/22. This meeting has been posted according to the Open Meeting



Laws. A flowchart containing the Timeline of events for the Strategic Planning process was distributed. The SP committee is working to develop both Community and Teen Survey questions by 12/05/22

Bartholomew Trust Accounts: Martina Koziak spoke about the Library Trust Funds and provided detailed information on two Trust Funds: Lucy A. Roberts, and George and Betty Place. Evelyn asked why no data exists for usage of some Trust Funds. Martina answered that no specific information was given regarding the initial donation.

New Business

Holiday Closures: Sondra reviewed possible Holiday Closures around Thanksgiving, Christmas and New Year's. Sondra requests the building be closed Wednesday 11/23, Thursday 11/24, and Friday 11/25. Friday 12/23 will be a half-day (9-1), closed Saturday 12/24, and closed Monday 12/26. Friday 12/30 will be a half-day (9-1), closed Saturday 12/31, and closed Monday 1/2. Mary motions to accept, Sue Seconds. Passes Unanimously.

Community Garden Grant: Sondra has applied for a Community Garden Grant to create a Community Garden at the Library. Evelyn asked about placement of the Garden. Sondra has worked with the Town and the Highway department to review possible locations. Tia motions to accept grant application, Mary seconds. Passes unanimously.

Community Spaces Policy Discussion: Sondra led a discussion about the need for Community Space policy which will reflect the current use of the library. After receiving in-put from the Trustees, Sondra indicated she will use that information to bring a draft policy to the Board.

Adjournment: Mary moves to adjourn, Martina Seconds, all vote in favor. Meeting adjourns at 7:57.

Respectfully submitted:

Rena Klebart

Exhibits:

Director's Report

Financial Reports

Strategic Planning Flowchart

APPROVED: December 8, 2022