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

Approved Minutes for Thursday, Thursday, April 7, 2022 6:00pm

In Virtual Attendance: Rena Klebart, Chair, Donna Becker, Vice Chair, Martina Koziak, Treasurer, Jeanne Mikels, Interim Secretary, Mary Chabot, Sue Buehler, and Sondra Murphy, Director. Evelyn Pappas joined at 6:24

6:00   Meeting Called to Order

             Pledge of Allegiance

6:03   Approval of Minutes of Thursday, March 3, 2022

             Tia moved to accept the minutes; Donna seconded. Vote: Aye – Rena, Donna, Tia, Jeannie and Mary. Sue abstained as she had not attended.

             Approval of Minutes of Thursday, March 10, 2022

             Mary moved to accept the minutes; Tia seconded. Vote: all Aye

6:05   Reports

             Director's Report

             Sondra reviewed the report, highlighting the DeepFreeze project which enables management of PC's from any staff computer. Including installation, support and services, the project will cost about $6k which Sondra anticipates covering with remaining funds from other budget lines. Circulation has increased significantly over the prior months, nearly to pre-pandemic levels indicating an increased in comfort level for patrons and the difference in materials available.

6:18	Warrants and Financial Reports

Tia reviewed the reports, noting that state funds and cash funds have not yet been reconciled. Discussion regarding the feasibility of regularly reporting on other funds which don't appear on the regular financial reports (i.e. Malser, Friends' Funding, gifts and donations)

6:24	Friends Report

Sue noted the Friends Board meeting was March 14 but the minutes were not yet available, although she did mention the Friends had approved additional funding for programs in April and May and they had received a request for funds dedicated to the Summer Reading Program. The Friends FaceBook page has been taken down for the time being due to a lack of ability to maintain it.

6:31	Unfinished business

Budget

Sondra reported that we were given the budget we asked for during the FY23 year, which is more than the current year's budget, primarily due to pandemic related town funds. The electricity line item was increased to cover an anticipated decrease in solar credits for next year. The Town's Reclassification Project is nearing completion and results should be available soon.

6:35	Personnel

Leah's last day was a couple of weeks ago; Linda is retiring; Randa, the new teen intern has started; Naeve now fills the Marketing and Tech Services position. Sondra is working on increasing the hourly rate for two positions in the new fiscal year.

6:44	Strategic Planning Core Group

 Rena, Donna, Sondra and Elaine Davies are all interested in forming the Core Group. Mary moved these 4 be appointed as the Core Group; Tia seconded. Vote: all aye. A special meeting of this group is tentatively planned to evaluate inside expertise and identify where we would need help from an outside consultant, then work on a preliminary budget prior to interviewing potential consultants

6:58	Malser grant applications

The application has been submitted with a primary request to cover STEM classes every week from October through May, for all age groups from babies through teens. Even partial funding would be gladly accepted.

Policy 2nd reading: Gifts and Donations

Following discussion, Mary made a motion, seconded by Jeanne to approve the Gift and Donation Policy as written. After further discussion, it was concluded that additional revisions were necessary. The motion on the floor was voted on: Mary – yes, Jeanne – yes, Donna – no, Tia – no, Sue – no, Evelyn – no, Rena – no. The motion was rejected.

New business

Priorities for policy development

Review of director's goals/objectives

Trustee BYLAWS

6:30 Adjournment
Tia moved to adjourn; Mary seconded. All (except Jeanne, who had to leave at 7:18) voted in favor.

Respectfully submitted,

Jeanne Mikels
Interim Secretary