



Board of Library Trustees

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

Minutes for Thursday, April 11, 2024

In Attendance

Rena Klebart, board chair, Martina Koziak, Treasurer, Jeanne Mikels, Secretary, Sue Buehler and Mary Chabot present. Evelyn Pappas arrived at 5:30. Rich Franas, Vice Chair was absent. Also in attendance, Sondra Murphy, Library Director, and Evan Hale, Assistant Director and Clerk. Guest Susan Veshi from Nichols College observed and Patricia Nectow, Secretary of The Friends of the Library also attended. Martina Koziak left at 6:50pm.

Approval of Minutes

Meeting called to order at 5:27PM. Mary moved to accept minutes as written; seconded by Martina Koziak. The motion passed unanimously.

Reports

Trustees Report from the Director

Sondra provided an update on grant applications, and Evan talked about the technology that was purchased this month with the ARSL Grant money.

Warrants and Financial Reports

Tia spoke on the Financial Reports. She also mentioned she intends to pull together an Expenditures Report including funding from *all* sources which will provide a more comprehensive indication for how much Library Operations truly require for funding.

Friends Update

Sue gave an update on Friends' business. She commended the use of Constant Contact for email blasts. The Library Garden is the new name for the Garden next to the Library parking lot. 100 people have enrolled, to date, for the Dolly Parton Imagination Library. Books, Bites and Bloom is in the beginning phase of planning and needs many volunteers.

Unfinished Business

Interior Space Planning

Guest Patricia Nectow, Friends of the Library Secretary, alerted Trustees to the need for a dishwasher in the pantry next to the community room. This led to discussion about other previously unanticipated needs when the Library was in the initial design phase prior to construction. She suggested a joint meeting with the Friends' and Trustees to assemble a fully updated list of needs to be discussed with original architect and space planning consultant expected as part of establishing The Nest: A Small Business and Community Incubator on the 2nd floor.



LSTA Grant Update

Sondra spoke about the full scope of the LSTA Grant including funding sources and tools that will be purchased.

FY 2025 Budget Update

Sondra presented an update on discussions with the Town Accountant regarding the proposed budget, specifically the Materials line in the budget.

2024 Grants Update

Sondra gave an update on the grants for which we have applied, and those which we intend to apply for this year.

Revolving Fund Update

Sondra explained that a few other departments are asking for a revolving fund so our printing revolving fund may become an appropriation by the Town Accountant, Tim Bell, next year

Donor Brunch I

To date, Sondra has received 4 RSVPs from the invitations mailed out. She will follow up with those who haven't responded via email The Brunch will be April 26th at 10AM.

New Business

Community Room Tables

Sondra spoke about the desire to purchase new tables for the Community Room that are more maneuverable and easier to both use and store. Tabled pending information.

Staff Conferences

Sondra mentioned the ARLS Conference that she would like to attend and the NELA Conference that she and Evan would like to attend. Tabled pending information regarding cost.

Part Time Staff Increase

Sondra proposed increasing the salary of three part-time staff that are doing more than just working at the Circulation Desk. Effective FY25, these three would be paid \$21 per hour, while two would be paid \$20.25 per hour. Mary moved to accept the proposed salary structure; Sue seconded. The motion passed unanimously.

Landscaping

Sondra talked about her request of Tim Bell, Town Accountant for Town funding for the Library Garden and Tim suggested the Lake Street landscaping should also be addressed. Sondra will speak with Kenny at the Highway Department. Evelyn suggested approaching the United Way to do some of the work on the Lake Street landscaping as part of their annual Day of Caring Project.



Respectfully submitted,

Jeanne Mikels, Secretary

Evan Hale, Clerk

Exhibits (to be posted on the Library Website)

Director's Report

Financial Reports

Minutes Approved: June 13, 2024