



Board of Library Trustees

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

Minutes for Thursday, August 13, 2023

In Attendance

Rena Klebart, Chair, Rich Franas, Vice Chair, Martina Koziak, Treasurer, Jeanne Mikkels, Secretary, Sue Buehler, Mary Chabot, Evelyn Pappas, Sondra Murphy, Library Director, and Evan Hale, Assistant Director and Clerk. Elaine Davies present from the Library Strategic Planning Committee. was also in attendance. Meeting called to order at 5:28PM.

Approval of Minutes

Martina moved to approve the minutes; Mary seconded. Rich and Eveyln abstained. All others voted to approve the motion.

Reports

Director's Report

Sondra highlighted that 6,500 people have attended programs in the last year. Evan gave an update regarding the Digital Signage in the Lobby and the Projector project: both will be completed in August. Sondra explained the leaky windows will be fixed by the town of Webster soon.

Warrants and Financial Reports

Martina spoke on the financial reports.

Friends' Update

Sue said the Friends' Board Meeting was on Tuesday, August 8th. The Annual Meeting and elections are scheduled for Thursday, September 21st from 6 – 8 pm. Currently, there are 3 open positions on the Board and a 4th position may open prior to the annual meeting. There will be an informational table at National Night Out. The Board is discussing creating a Garden Committee to care for the Library's flower beds. They are also planning to explore a partnership with the Dolly Parton Imagination Library. The membership drive was positive.

Unfinished Business

Strategic Planning: Update

Rena spoke on the Strategic Plan. Rena presented the Draft welcome letter from the Board of Trustees, as well as the Strategic Initiatives and Goals. Following discussion, a few changes were suggested, and Mary moved to approve the documents with the recommended changes; Martina seconded. The motion passed unanimously. The plan, in its entirety, will be available to the Trustees to vote on during the September meeting



Capital Budget for Improvements

Martina spoke about creating a capital budget for improvements and asking the town to increase our budget for building maintenance. The beginning step to this is for Sondra to meet with Rick regarding this fund. Sondra agreed to do so. Evelyn suggested approaching the United Way regarding a community cleaning of the Library building's exterior. Jeanne mentioned a group that operates under the auspices of the local Sheriff's department that does landscaping clean up and maintenance for non-profit organizations.

Resource Officer

There were no updates about providing office or meeting space to the Resource Officer in the Library.

New Business

Maintenance Contracts Summary

Evan explained the current annual maintenance contracts for the Library already expend more than the Building and Ground Maintenance budget.

Trust Funds Proposals

Frosting Windows

Sondra spoke about a proposal for window frosting of the circulation office windows and presented two proposals from Alpha Graphics in Worcester. A few other suggestions were made by board members. Rena requested a photo showing how window frosting would look.

Children's Material

Sondra presented some purchase suggestions of children's materials to which the \$50,000 dedicated donation could be applied. These included children's books with an audio component from a company called PlayAway for approximately \$3,000 and assembling a kit of toy cars and trucks from CandyLab for an additional \$1,000. Martina moved to use the Trust Funds dedicated to Children's Materials for these items; Mary seconded the motion. The motion passed unanimously.

Camera Upgrades

Evan spoke about the need for security camera upgrades to provide better coverage. However, this may be a large expense that would be better included in a capital improvement project.

Map of old Webster

Rena mentioned that a map of Old Webster had been donated to the Library when it was under construction that is currently hung in a storage room originally expected to be used as a meeting room. The map includes some language that is deemed to be insensitive under current standards. A patron has expressed a fervent desire to purchase this map from the Library. The Board will view the map and possibly obtain a value estimate before making any decision. Discussion tabled until next meeting.



Appeal of Trespass

Sondra reported a patron wants to appeal his second No Trespass Order to the Board of Directors. General discussion was that this action was not appropriate, and suggested the patron should work with Sondra regarding this appeal. The patron could speak to the trustees if backup is needed.

Adjournment

Rich motioned to adjourn; Martina seconded. Meeting adjourned at 6:57PM.

Respectfully submitted,

Jeanne Mikels, Secretary

Evan Hale, Clerk

Exhibits (to be posted on the Library Website)

Director's Report

Financial Reports

Minutes Approved: September 14, 2023