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

Minutes for Thursday, December 2, 2021 6:00pm

In attendance: Rena Klebart, Chair, Donna Becker, Vice Chair, Martina Koziak, Treasurer, joined at 6:11, Mary Chabot, Secretary, Jeanne Mikels, and Sondra Murphy, Director. Absent were Sue Buehler and Evelyn Pappas.

6:00 Meeting Called to Order
Pledge of Allegiance

6:03 Approval of minutes: November 4, 2021
Mary moved that we approve the minutes, seconded by Jeanne. All approved.

Reports

6:04 Director's report
On file at the Library

6:11 Financial reports and warrants
On file at the Library
Tia discussed encumbrances and reviewed the financial reports. She asked that we start thinking about FY 2022, and where we want to improve services based on funding.

6:29 Friends' report
Rena reported that \$16,215 has been raised for the "One Book, One Community" program - \$3500 from the Friends, \$8500 from the Malser Trust, and \$4215 from the Webster Cultural Council.

Unfinished business

6:23 Strategic planning; existing plans
Rena received the latest version of the Strategic Plan from the MBLC, which was essentially the same as the prior report. Tia said we need to figure out how to successfully distribute and collect questionnaires from the patrons and not yet patrons.

6:28 Security update

Sondra reported that there is room for 2 to 3 additional cameras on the server. Greg Robert (IT) recommended that we continue to use American Alarm because they have done good work in the past. There are wireless cameras, but they are quite expensive. Tia asked that she obtain quotes for the additional wireless cameras which might increase safety and security. It was noted that there are Bartholomew funds which re available for building maintenance and coul be applied to this work.

New business

- 6:32 Policy review 1st reading: Computer and Internet Use
Rena asked that we review and send questions to Sondra and error corrections to Rena. We will vote next meeting.
- 6:37 Budget process and Board priorities
We can expect roughly 2% cost of living increase in funding from the Town. 68% of the budget is typically for salaries. We talked about adjusting titles and positions to reflect actual work done. Also discussed was the use of state aid vs town funds for salaries. Tia asked Sondra to make a wish list. Sondra will update existing job descriptions and will meet with the Personnel Advisory Board and with the union representative to discuss.
- 6:58 Holiday Hours
Discussion about Holiday Hours was brief. The union contract calls for 1.5 days each for Christmas and New Year's. Town Hall is closing for a half day Thursday, December 23rd and December 30th, and all day Friday the 24th and 31st. The actual holidays are on Saturday so everything will be closed for the weekend. Mary moved the Library match the Town Hall hours, seconded by Jeanne. All approved.
- 7:08 Adjournment
Tia moved we adjourn, seconded by Jeanne. All approved. Our next meeting will be January 6, 2022 via Zoom.

Respectfully submitted,



Mary L. Chabot, Secretary