



2 Lake Street
Webster, MA 01570
Phone: 508.949.3880
Gladyskellylibrary.org

Board of Library Trustees

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

Minutes for Thursday, February 3, 2022, 6:00pm

In Attendance: Rena Klebart, Chair, Donna Becker, Vice Chair, Martina Koziak, Treasurer, Mary Chabot, Secretary, Sue Buehler, Jeanne Mikels and Sondra Murphy, Director. Evelyn Pappas was absent

6:01 Meeting Called to Order
Pledge of Allegiance

6:02 Approval of minutes: January 6, 2022
Rena moved the approval of minutes from the January 6, 2022 meeting be tabled until the March meeting to allow time for additional review by all Board Members, Tia seconded the motion. All approved.

6:09 Director's Report
The report was reviewed. Sondra highlighted a change in staffing due to the departure of a part-time employee, the recent elevator repairs, and the installation of 3 additional security cameras along with the need to upgrade the memory for the camera system. On file at the Library.

6:20 Financial reports and warrants
The financial reports were reviewed. Tia explained they're difficult to compile. On file at the Library.

6:23 Friends' report
There was no Friends' Report because the Friends have not met since the last Library Board of Trustees meeting.

6:24 Unfinished Business
Meeting Format and Recognition of Speakers
Discussion about meeting format and minutes resulted in an agreement to limit meeting minutes to actionable items, and if necessary, a brief statement regarding the discussion.

Interim secretary

Following discussion, Tia moved that Rena appoint Jeanne as Interim Secretary until the election. Mary enthusiastically seconded. All approved.

Strategic planning timeline

Tabled until additional information is available. In the meantime, Donna offered to contact Auburn Public Library regarding their recently completed Strategic Plan.

Policy 2nd reading: Patron Code of Conduct

Following discussion, Mary moved to approve the Patron Code of Conduct policy, Tia seconded. All approved

Budget

Revised FY23 Budget presented by Sondra, highlighting the 2.5% COLA increase for full-time staff. Tia moved to approve the budget at 472K, Mary seconded. All approved.

19:15 New business

Website upgrade proposals

Sondra requested this be tabled pending receipt of additional quotes to stay within state requirements regarding competitive bids. Tia so moved; Mary seconded. All approved.

7:31 Adjournment

Tia moved to adjourn; Mary seconded. All approved.

During our March meeting, we will discuss:

Strategic Plan Timeline

Personnel Plan

Respectfully submitted,

Jeanne Mikels

Interim Secretary

EXHIBITS:

Director's Report

Financial Report

Code of Conduct Policy