



**Board of Library Trustees**  
**Gladys E. Kelly Public Library, 2 Lake Street, Webster, MA**  
**Minutes for Thursday, February 13, 2025**

**In Person Attendance**

Rich Franas, Chair, Rena Klebart, Vice Chair, Jeanne Mikels, Secretary, Sue Buehler, Susan Veshi. Also present Sondra Murphy, Library Director, and Evan Hale, Assistant Director and board clerk. Mary Chabot was absent.

**In Virtual Attendance**

Martina Koziak, Treasurer

**Meeting Called to Order**

Meeting called to order at 5:08PM

**Minutes**

Jeanne moved to approve the minutes from January 9<sup>th</sup>, as written; Sue seconded. Roll Call Vote: Rena - aye, Sue - aye, Martina - aye, Susan - aye, Jeanne - aye, Rich - abstain.

Martina moved to approve the minutes from January 23<sup>rd</sup>, amended to include "Special: in the heading; Sue seconded. Roll call vote. Rena - aye, Sue - aye, Susan - abstain, Jeanne - aye, Martina - aye, Rich - aye.

**Reports**

Trustees Report from the Director

Sondra highlighted a great meeting she had with the conservation commissioner and mentioned that she's developing some projects to work on in collaboration with him. Evan and Sondra spoke about The Nest at the Main Street Property Owners' breakfast on January 21<sup>st</sup>. Sondra proposed placing an advertisement in the local paper to bring attention to The Nest. Rich suggested putting materials for The Nest in other Libraries in the area. Sondra met with the Town Administrator about the budget. Evan mentioned that Janessa, a former staff member, has been rehired. He also spoke of a meeting with the Blackstone Valley Historical Society, at which there was discussion regarding the development of an historical walking tour in Webster.

Warrants and Financial Reports

Martina spoke about the Financial Reports and reported that she had signed 3 months of warrants for payroll, utilities, materials, and supply expenditures.

Friends Update

Sondra gave an update on January's Friends meeting. There are still available funds to be spent on programming. Jess prepared a report about adult programming, Sondra gave an

update on One Book, One Community, and updated the Friends about the NEA Grant. A Friends member will lead the garden committee. There was discussion regarding the potential full-time staff position, and Sondra sent them the job description. We upgraded our constant contact subscription as we've reached the next level of service.

## **Unfinished Business**

### Warrant Process Update

Following discussion, and in response to a request made by the Town Accountant, going forward the Board of Trustees Treasurer will give an update at each Trustee meeting regarding the warrants that have been approved, and it will be noted in the Minutes.

### Office Space Update/Building Update and Water Fountains

Sondra gave an update on the walls for the new office space and discussed the furniture to be installed in the new office. The total cost for 2 desks, filing cabinets, monitor arms, and a credenza would be \$7,589.35. Martina moved to approve the \$7,589.35 to be paid out of State Aid; Jeanne seconded. Roll call vote: Rena - aye, Sue - aye, Martina - aye, Susan - aye, Jeanne - aye, Rich - aye. The motion passed unanimously.

The current water fountains have been discontinued, and there are no parts available for repair. JV Mechanical will provide a quote for replacement fountains. This will be included in the Capital Improvement Plan.

### Budget Discussion

Sondra spoke about the budget discussion with Town officials, highlighting the Buildings and Grounds line not even funding our maintenance contracts. Sondra is hoping to hear more about the budget within a month or so.

### Big Read Grant

The Grant Application was submitted in a timely manner on January 30th. Due to the word limit in the grant requirements, some of the included ideas needed to be slightly reduced. All the collaborators and connections are excited regardless of the grant.

### Stipend Letter Review

Rich was unable to finish the Stipend Letter prior to the meeting but will finish it for the next meeting. Sondra mentioned the stipend increase at the budget meeting.

## **New Business**

Due to recent federal financial reductions, the Center for Women and Enterprise notified Sondra and Evan that they will only be able to complete existing grant funded programs for the rest of the year. Sondra and Evan will reach out to some of the presenters to determine if we can still contract with them.

Sondra also spoke about the ARSL Grant, which is not federally funded, for which we are planning to apply. She spoke about the large range of programs that have been funded by the ARSL. We are going to apply for the grant to purchase 5 little free libraries, and 3 story walks

that will be installed around town. Sondra would work with the Friends and Staff to maintain the Little Free Libraries.

Rena mentioned that Malser grants are open as well.

### **Adjournment**

Rena moved to adjourn; Martina seconded. Roll Call Vote: Rena - aye, Sue - aye, Martina - aye, Susan - aye, Jeanne - aye, Rich - aye. The motion passed unanimously.  
Meeting adjourned at 6:00PM.

Respectfully submitted,

*Jeanne Mikels*, Secretary

*Evan Hale*, Clerk

### **Exhibits** (to be posted on the Library Website)

Director's Report

Financial Reports

Minutes Approved: March 13, 2025