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Gladyskellylibrary.org

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Board of Library Trustees  
Gladys E. Kelly Public Library  
2 Lake Street, Webster, MA  
Minutes for Thursday, January 6, 2022 6:00pm

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

6:01 Meeting Called to Order  
Pledge of Allegiance

6:02 Approval of minutes: December 2, 2021  
Mary moved that we approve the minutes, seconded by Jeanne. All approved, and Sue abstained as she had not attended the meeting.

#### Reports

6:04 Director's report  
Sondra reported that she received a past year bill for TixKeeper which is \$425 per year, subscription to TixKeeper allows us to loan out museum passes. This bill will be paid through an encumbrance from a previous year. Three security cameras will be installed on January 10<sup>th</sup>. Camille, the head of the Board of Health, ran the clinic to pass out free Covid tests. This event was well-attended. Report filed.

6:11 Financial reports and warrants  
Tia reported that we have used 42.5% of the budget at the end of December, which is where we should be in the fiscal year. Sondra will reallocate items toward the end of the fiscal year and pay the encumbrances of \$18,200 to get better funding and even cash flow-paid Report Filed.

6:15 Friends' report  
Sue reported on the November board meeting when they agreed to fund "One Book One Community" for \$3500 which should complete covering the costs. Pat said that there were problems with the website and PayPal. Mark Mandeville has worked for free to book nine library concerts. The "standard" compensation is usually 15% of the concert fee. Mark is asking for a \$100 fee for each of the 4 currently planned spring concerts. The Board of Directors voted to pay Mark \$100 for each of the scheduled spring concerts. The Board will re-evaluate his compensation at the end of the fiscal year. Patty also reported that their finances hadn't changed, although the \$50,000 payment to the Town has been made. Rena said we need to

continue to reach out to the community to get the word out about "One Book One Community." Sondra will put a flyer in each checked out book, and the Boys & Girls Club of Webster - Dudley will host the Young Adult author's presentation.

#### Unfinished business

- 6:20 Strategic planning webinar  
We talked briefly about the seminar ~~we~~ some members viewed online. Take away included: the primary role of the director, the need for transparency and the need for a well-defined action plan. We will discuss the Strategic Plan in more detail at the February meeting.
- 6:22 Security update (wireless options)  
The cameras will be installed January 10.
- 6:27 Policy 2<sup>nd</sup> reading: Computer and Internet Use  
Mary moved that we approve the updated version, seconded by Jeanne. All approved. It was suggested that to help get the word out, we have users accept the policy as they login.

#### New business

- 6:27 Policy review 1<sup>st</sup> reading: Patron Code of Conduct  
While Sondra doesn't want to list every possible violation, she did list the most common ones. She also discussed patron odor and that many people have problems with perfumes, etc. We are to send questions to Sondra, and suggested changes to Rena. We will review again at the February meeting.
- 6:38 Website upgrade  
Sondra said the staff likes the current look of the website, but it is 4 years old and needs updating. It is also best if changes and updates can be done in-house. She has used ClearPeak Interactive, Inc. at the Leominster library and was very satisfied. Their bid is for \$12,000. We will revisit this item under Unfinished Business in February.
- 6:51 Budget proposal  
MAR requires us to receive increased funding each year and MER requires that 15% of the budget has to go toward materials which can be checked out. Sondra is asking for \$70,000. She is requesting that the line item for the Director's salary accurately reflect her actual salary, this update was discussed and approved by the Town finance director, Tim Bell. She noted that the Union is still in negotiations on behalf of the full-time staff. We discussed that we really need a Young Adult librarian which Sondra says is usually combined with Children's Librarian. We also need to have an Assistant Director. The Personnel Advisory Board is reviewing staff positions and salaries.
- 6:22 New Business  
Jeanne suggested we move our meetings to normal business hours, but the Bylaws currently mandate the current meeting day and time. Mary has asked to be replaced as secretary.
- 7:23 Adjournment  
During our February meeting, we will discuss:  
Strategic plan: timeline; roles/responsibilities;

Patron Code of Conduct policy;  
Review Notice of No Trespass; (trustees send questions about content to Sondra, any revision to the draft wording to Rena);  
Website upgrade: additional vendors; \$ amount required for bid requirement;  
Personnel plan: job descriptions; action steps to move forward.

Sue moved we adjourn, seconded by Jeanne. All approved.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary L. Chabot". The signature is written in black ink and is positioned above the printed name.

Mary L. Chabot, Secretary