



Board of Library Trustees

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

Minutes for Thursday, January 11, 2023

In Attendance: Rena Klebart ,Chair, Rich Franas, Vice Chair, Martina Koziak, Treasurer, Jeanne Mikels, Secretary, Sue Buehler. Also in attendance, Sondra Murphy, Library Director, and Evan Hale Assistant Director and Clerk. Evelyn Pappas was absent.

In Virtual Attendance: Mary Chabot

Meeting called to order at 5:30PM

Approval of Minutes

Martina moved to approve the minutes of the December 14th meeting; Rich seconded. Roll call vote: Sue approved, Tia approved, Rich approved, Jeanne approved, Rena approved, Mary approved.

Approval of Special Meeting Minutes

Martina moved to approve the minutes of the Joint Trustees and Friends meeting; Rich seconded. Roll call vote: Sue approved, Tia approved, Rich approved, Jeanne abstained, Rena approved, Mary approved.

Reports

Director's Report

Sondra mentioned a new grant submitted to the America for Rural and Small Libraries for 16 laptops and a charging cart. If the grant is not approved, she will ask the Malser Humanities Trust. Sondra also mentioned the need to update the upstairs history display. She has reached out to Trivium Interactive. She has a proposal but wants to get some additional information. She also mentioned the AC Compressor failure: Renaud will have to replace a condenser fan motor on top of the compressor, which will be approximately \$2,000 additional cost. Union staff will be reviewed in July by Sondra as well. Evan mentioned the December Staff Meeting, and noted the new patron counter has been installed and is running. The counter will provide much more in-depth and detailed statistics relative to the timing of patrons are using the building.

Warrants and Financial Reports

Martina spoke about the Financial Reports.

Friends Update

The Friends did not meet in December so there was no update to provide.

Unfinished Business

Trust Fund Proposal: Screens for Circulation Desk Windows



Sondra has no update; she has contacted multiple companies with no response. Home Depot was presented as an option.

Programming Policy 2nd Reading

Rena spoke about the need for a policy to define a Library program. Sondra mentioned the need to have expansive criteria for how we choose programs. Rena noted one sentence that was duplicated and suggested one be removed. Martina moved to accept the policy with the suggested modifications; Jeanne seconded. Roll call vote: Sue approved, Tia approved, Rich approved, Jeanne approved, Rena approved, Mary approved.

New Business

Bar Code Duplicator System

Evan requested approval and trust funds to purchase an updated barcode duplication system at a cost of \$975 plus shipping. Roll call vote: Sue approved, Tia approved, Rich approved, Jeanne approved, Rena approved, Mary approved. Martina will find a trust fund to use for this purchase.

Wonderbooks

Sondra explained that she's going to request utilizing the Manzi Trust funds to purchase additional Wonderbooks, which have proven to be popular with patrons. This will be a February Agenda item.

Strategic Plan Printing Quotes

Evan presented two copies of the Strategic Plan printed by two vendors and said that Kerrin Graphics had the best price. All present expressed a preference for the appearance of their sample, as well. Acting on a suggestion from the December meeting, Sondra is starting to plan a possible "brunch" meeting for all large building donors where copies of the Strategic Plan would be given to them along with an update on both the building and the plan. Jeanne moved to purchase 150 copies of the strategic plan for a total cost of \$1,093; Rich seconded. Roll call vote: Sue approved, Tia approved, Rich approved, Jeanne approved, Rena approved, Mary approved.

Year One Action Plan

Following discussion about reporting on the Year 1 Action Plan, Sondra suggested an update to the Trustees every 6 months, which would mean a report at the June of July meeting. Rich suggested that if any goal was off track, that it should be reported earlier to enable assistance from the Trustees. Quarterly reporting at staff meetings would be appropriate.

Joint Meeting of Trustees and Friends Agenda

The next meeting will be January 25th at 6PM. Suggestions regarding information to be shared included the statistics included in the Strategic Plan, the Year 1 Action Plan, the plans for a building donor brunch and sharing the Programming Policy as they are vitally important to all programming. Sondra mentioned an action plan item that would be a memorandum of understanding between the Library staff and Friends



group to give them a more clear understanding of roles and responsibilities. It was agreed that Sue would ask the Friends for agenda items as well.

Budget

Sondra presented two potential FY25 Budgets. Following discussion, Martina moved to submit a budget including 1 additional full-time position, 1 additional part-time position and an increase in Grade/Step for the Director; Mary seconded. Roll call vote: Sue approved, Tia approved, Rich approved, Jeanne approved, Rena approved, Mary approved.

Adjournment

Jeanne moved to adjourn; Martina seconded. Roll call vote: Sue approved, Tia approved, Rich approved, Jeanne approved, Rena approved, Mary approved. The meeting adjourned at 7:17PM.

Respectfully submitted,

Jeanne Mikels, Secretary

Evan Hale, Clerk

Exhibits (to be posted on the Library Website)

Director's Report
Financial Reports

Minutes Approved: February 8, 2024