



## **Board of Library Trustees**

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

**Minutes for Thursday, January 9, 2025**

### **In Attendance**

Rena Klebart, Vice Chair, Jeanne Mikels, Secretary, Martina Koziak, Treasurer, Sue Buehler, Mary Chabot, and Susan Veshi present. Also present, Evan Hale, Assistant Director and Board Clerk. Sondra Murphy, Library Director present virtually. Rich Franas, Board Chair absent.

### **Meeting Called to Order**

Meeting called to order at 5:02PM

### **Approval of Minutes**

Mary moved to approve the minutes as written; Martina seconded. Motion passed unanimously

### **Reports**

#### Trustees' Report from the Director

Sondra spoke about purchasing speakers for the Library, costing around \$1,700, paid from State Aid funds. She also spoke about the grant application for the NEA Big Read grant. We are asking for \$15,000 in the grant and would bring in the author, Daniel Mason, author of *North Woods*. She also mentioned an oral history project about the mill history in Webster as part of this grant as well. She stated that staff reviews have gone well. Evan gave some updates on progress in The Nest.

#### Warrants and Financial Update

Martina spoke about the financial reports. Mary moved to accept the Treasurer's report, Susan seconded. Motion passed unanimously.

#### Friends Update

Sondra reported there was discussion about possibly making the garden more of a community garden, however it will remain as it is for the next year. They spoke about the budget and how it is arranged as well. Grant money should be reported separately from the Friends' budget.

### **Unfinished Business**

#### Holiday Hours for January and February 2025

The Library will be closed on January 20th in observance of Martin Luther King Day, and February 17th for Presidents Day.

#### Office Space Update

No update on the office space.

#### Selectmen's Presentation for January 13, 2025

Rena stated that any board members that would like to attend will be welcome. Evan provided updated stats to Sondra to aid in her presentation. She also will speak about the Strategic Plan and the progress being made.

#### Nest Update

Sondra and Evan used UMass Amherst for a pricing model for the usage of Nest equipment. Evan reviewed the Nest's proposed Rules & Regulations. Mary moved to approve the Rules and Regulations; Martina seconded. Motion approved unanimously.

Sondra questioned whether we should create an advisory board for The Nest. Susan felt the advisory board should have a specific purpose and responsibilities. Rena believed an advisory group could give the space a greater reach.

#### 2025 Plan Update

Sondra gave an update on the Action Plan and progress that has been made in achieving these goals. Rena would like to put the Action Plan on the February agenda so we can continue to monitor the progress on these items. The Board will also send Rich items they see as a priority from the Action Plan. We can speak in May about items that may need to be rolled over to the next fiscal year, or new items that we should prioritize.

#### Staffing Status and Job Description

Sondra has not heard about the additional full-time staff member and whether the Friends would help fund this position. The new Adult Services position was posted internally for a week, we said we wanted to hire an internal candidate, however the town stated we must post the position externally prior to hiring our internal candidate. Sondra also spoke about the job description for the new part-time position.

#### OBOC Update

Rena spoke about the exciting ideas for the upcoming One Book, One Community program, including Sy Montgomery's program in June of 2025, and the following year would be Daniel Mason from the NEA Grant for June of 2026 if the NEA Grant is awarded.

#### Building Update/Maintenance

Sondra said the Financial Committee has not responded to her about the overages.

#### Exhibit Policy Comments

Tabled until February.

#### Stipend Discussion

Martina moved to enter executive session; Jeanne seconded. The motion passed unanimously.  
Sue moved to adjourn; Mary seconded. The motion passed unanimously.  
Meeting adjourned at 6:16PM.  
Executive session entered at 6:19PM.

Respectfully submitted,

*Jeanne Mikels*, Secretary

*Evan Hale*, Clerk

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

Director's Report

Financial Reports

Minutes Approved: February 13, 2025