



Board of Library Trustees

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

Minutes for Thursday, July 11, 2024

In Attendance

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

Meeting Called to Order

Meeting called to order at 4:56PM

Approval of Minutes

Mary moved to accept the minutes as written; Martina seconded. The motion was approved by all members present, excluding Rena Klebart who abstained.

Reports

Trustees' Report from the Director

Sondra highlighted the Library's program attendance, which was over 10,000 attendees for FY2024. She also reviewed additional statistics highlighting the Library's growth over FY2023. She spoke about grants received, including \$20,000 from LSTA for The Nest, and \$5,000 from United Way for Saturday programs. Evan spoke about the new copier and teen computers, as well as his attendance at the Webster Economic Development Working Group meeting where he was able to discuss the Nest. Additionally, Sondra and Evan will attend a breakfast in August for local business owners, where they will discuss the Nest and its offerings.

Warrants and Financial Update

Martina spoke about financial updates. Evan will rerun the financial reports once the town's fiscal year finances close to show total annual expenses for FY2024

Friends Update

Sondra will be the liaison to the Friends moving forward.

Unfinished Business

2024 Grants Update: Bank Hometown, United Way, Greater Worcester Community Foundation

Sondra spoke about the \$20,000 from the LSTA Grant. She also found out that the bankHometown grant was not awarded. This was intended to purchase furniture, which is

critical to the space, including tables, chairs, felt screens between the tables, and custom storage space. She asked for a commitment from the trustees to cover the costs of the furniture. Following discussion, Martina moved to fund the purchase of furniture from State Aid, not to exceed \$12,000; Mary seconded. The motion passed unanimously.

Interior Space Design Status

Evan spoke about the updated quote from AlphaGraphics regarding vinyl lettering and installation of The Nest logo on the current periodicals room door. We will move forward with this quote. Martina moved to purchase the vinyl decals from AlphaGraphics from State Aid, not to exceed \$500; Mary seconded. The motion passed unanimously. The magazines and easy chairs have been moved to the Lobby in anticipation of converting the periodicals room into The Nest.

New Business

Communication Process

Communication between the Board of Trustees and the Friends' Board of Directors was discussed.

Trustee Notebook

Rich spoke about revising the Trustee Handbook. Jeanne spoke about converting the former paper version of the Trustee Handbook to an electronic version utilizing links to specific information and requirements for trustees. Jeanne will send an email with links to be included, which will be reviewed at the next meeting.

E-Mail Blast from Library

Sondra asked to include all Trustees in the weekly email blast. Everyone agreed.

Staff Training, August 30th closure

Sondra asked to open at 11AM on August 30th to enable a 2-hour Reader's Advisory training. This training is a collaboration with Dudley's Pearl L. Crawford Memorial Library; cost was split between the two Libraries. Mary moved to open at 11AM on August 30th; Martina seconded. The motion passed unanimously.

Meeting Time 5:00PM

Rich suggested moving the meeting time to 5PM. Jeanne will review the Bylaws of the Board of Trustees to determine if they will need to be amended to reflect this change. Action, if needed, will be taken at the next meeting.

Next month's venue

Rich offered to host the August meeting on his pontoon boat at 206 Killdeer Road in Webster, MA weather permitting at 5PM. After reviewing Open Meeting Laws, the offer was rescinded. The next meeting will be at the Library.

Joint Meeting with Friends

A joint meeting with the Friends has been requested for 6PM on August 1st. Sondra requests 2 Trustees and 2 Friends along with 2 Staff Members be present at the meeting. This will be regarding ideas for building improvements going forward.

Jim McGovern

He will be attending the Library on July 18th highlight the Summer Eats Program. His speech will be at 12:15PM.

Trivium Display

Sondra gave an update on moving forward with the display to change to a static image located in each book display where the iPads were housed.

Adjournment

Mary moved to adjourn, Martina seconded, meeting adjourned at 6:54PM.

Respectfully submitted,

Jeanne Mikels, Secretary

Evan Hale, Clerk

Exhibits (to be posted on the Library Website)

Director's Report

Financial Reports

Minutes Approved: August 8, 2024