



Board of Library Trustees

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

Minutes for Thursday, March 14, 2024

In Attendance

Rena Klebart, Chair, Rich Franas, Vice Chair, Martina Koziak, Treasurer, Jeanne Mikels, Secretary, Susan Buehler, Mary Chabot, and Evelyn Pappas. Also in attendance, Sondra Murphy, Library Director, and Evan Hale, Assistant Director and Clerk. Guest Susan Veshi from Nichols College observed.

Meeting called to order at 5:30PM.

Approval of Minutes

Mary moved to approve the minutes; Sue seconded. The motion passed unanimously.

Reports

Director's Report

Sondra reported that she had discussed the small business incubator with the Nichols Librarian, who was very excited about it. She spoke with the Town Accountant, Tim Bell about setting up a revolving printing fund, which estimates indicate would be self-supporting. Evan spoke about the laptops being purchased with the ARSL grant. He also mentioned the very detailed reporting provided by the recently installed patron counter. Evan also reported on the meeting with the Webster Economic Development Working Group, which went very well.

Financial Report

Tia spoke about the current financial report. Sondra provided updates on money appropriated by the finance committee for repairs to the HVAC system.

Friends Update

Sue Buehler provided The Friends' update. She is writing a membership letter that will be sent out on June 1st. The annual Volunteer Appreciation Luncheon will be on May 11th. Rich asked if the Friends' could have an Informational Table at the May Town Meeting; they will ask the Town Administrator. The Community Garden and the Imagination Library are moving forward. One Book One Community with Geraldine Brooks will take place on June 6th and the Book Sale will be held June 20 – 22.

Unfinished Business

LSTA Grant Update

Sondra spoke about submitting the preliminary application for the LSTA Grant. We will receive feedback in a few weeks. We have two Letters of Support and will obtain a few more before the final submission.

Card Holder Policy 2nd Reading

Sondra gave an update on the cardholder policy. Evelyn moved to adopt the policy as written; Rich seconded. The motion passed unanimously.

Budget Update

Sondra provided an update regarding the upcoming budget.

Election Schedule and Trustee Vacancy

Rena stated the last day to take out papers was today, March 14th, and the last day to submit papers is the 18th. The last day to withdraw is April 3rd. The election will be held May 6th, and the Town Meeting is the following Monday, May 13th.

iPad Display Update

Sondra spoke about a virtual meeting with Trivium Interactive regarding the iPad display. Evan gave an update on the problem and a possible solution; we'll have a quote soon.

New Business

MLA Conference Fees

Sondra said three staff members had expressed interest in attending the Massachusetts Library Association (MLA) Conference in Framingham this year. Martina moved to use state aid to pay for the conference; Jeanne seconded. The motion passed unanimously.

Interior Space Planning

Sondra and Rena met with Oudens-Ello regarding a space planning visit. They will put together a proposal and send it to us.

Periodicals Relocation

Sondra spoke about new periodicals storage for the Lobby area. Two new storage units would total \$3,612.81. Mary moved to use Trust Funds to purchase. Following discussion, Martina amended the motion to use State Aid for the purchase; Rich seconded and the motion passed unanimously.

Request Changing Tables

No discussion.

Manzi Trust Request

Sondra requested an additional \$5,000 from the Manzi Trust to purchase more Wonder Books, which have proven to be very popular. Martina moved to approve this expenditure; Mary seconded. The motion passed unanimously.



Donor Brunch

Sondra suggested that any donor of over \$5,000 for the building fund be invited. The event will be held Friday, April 26th at 10AM. The purpose is to thank donors, update them on the successes to date and present highlights from the FY2025 - 2029 Strategic Plan.

After Hours Children's Program

Sondra alerted Trustees to a potential Children's program that would have youngsters in the building after hours until around midnight. This discussion has been tabled until the next meeting.

Grant Updates

Sondra presented an update on the numerous grants for which we are currently applying.

Adjournment

Sue moved to adjourn; Mary seconded, and the motion passed unanimously. Meeting adjourned at 7:05PM.

Respectfully submitted,

Jeanne Mikels, Secretary

Evan Hale, Clerk

Exhibits (to be posted on the Library Website)

Director's Report
Financial Reports

Minutes Approved: April 11, 2024