



Board of Library Trustees
Gladys E. Kelly Public Library, 2 Lake Street, Webster, MA
Minutes for Thursday, March 13, 2025

In Attendance

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

Meeting Called to Order

Meeting called to order at 5:07PM

Minutes

Martina moved to approve the minutes from February 13th, as written; Sue seconded. The Motion passed unanimously except for Mary who abstained

Reports

Trustees Report from the Director

Evan commented that it has been very busy.

Warrants and Financial Reports

Martina spoke about the Financial Reports and reported that she had signed 3 months of warrants for payroll, utilities, materials, and supply expenditures.

Friends Update

Sondra gave an update on January's Friends meeting. There are still available funds to be spent on programming. Jess prepared a report about adult programming, Sondra gave an update on One Book, One Community, and updated the Friends about the NEA Grant. A Friends member will lead the garden committee. There was discussion regarding the potential full-time staff position, and Sondra sent them the job description. We upgraded our constant contact subscription as we've reached the next level of service.

Unfinished Business

Warrant Process Update

Following discussion, and in response to a request made by the Town Accountant, going forward the Board of Trustees Treasurer will give an update at each Trustee meeting regarding the warrants that have been approved, and it will be noted in the Minutes.

Office Space Update/Building Update and Water Fountains

Sondra gave an update on the walls for the new office space and discussed the furniture to be installed in the new office. The total cost for 2 desks, filing cabinets, monitor arms, and a credenza

would be \$7,589.35. Martina moved to approve the \$7,589.35 to be paid out of State Aid; Jeanne seconded. Roll call vote: Rena - aye, Sue - aye, Martina - aye, Jeanne - aye, Rich - aye. The motion passed unanimously.

The current water fountains have been discontinued, and there are no parts available for repair. JV Mechanical will provide a quote for replacement fountains. This will be included in the Capital Improvement Plan.

Budget Discussion

Sondra spoke about the budget discussion with Town officials, highlighting the Buildings and Grounds line not even funding our maintenance contracts. Sondra is hoping to hear more about the budget within a month or so.

Big Read Grant

The Grant Application was submitted in a timely manner on January 30th. Due to the word limit in the grant requirements, some of the included ideas needed to be slightly reduced. All the collaborators and connections are excited regardless of the grant.

Stipend Letter Review

Rich was unable to finish the Stipend Letter prior to the meeting but will finish it for the next meeting. Sondra mentioned the stipend increase at the budget meeting.

New Business

Due to recent federal financial reductions, the Center for Women and Enterprise notified Sondra and Evan that they will only be able to complete existing grant funded programs for the rest of the year. Sondra and Evan will reach out to some of the presenters to determine if we can still contract with them.

Sondra also spoke about the ARSL Grant, which is not federally funded, for which we are planning to apply. She spoke about the large range of programs that have been funded by the ARSL. We are going to apply for the grant to purchase 5 little free libraries, and 3 story walks that will be installed around town. Sondra would work with the Friends and Staff to maintain the Little Free Libraries.

Rena mentioned that Malser grants are open as well.

Adjournment

Rena moved to adjourn; Martina seconded. Roll Call Vote: Rena - aye, Sue - aye, Martina - aye, Jeanne - aye, Rich - aye. The motion passed unanimously.

Meeting adjourned at 6:00PM.

Respectfully submitted,

Jeanne Mikels, Secretary

Evan Hale, Clerk

Exhibits (to be posted on the Library Website)

Director's Report

Financial Reports

Minutes Approved: April 10, 2025