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

Minutes for Thursday, May 5, 2022, 6:00pm

In Virtual Attendance: Rena Klebart, Chair, Donna Becker, Vice Chair, Martina Koziak, Treasurer, Jeanne Mikels, Interim Secretary, Mary Chabot, Sue Buehler, Evelyn Pappas and Sondra Murphy, Director.

6:04 Meeting Called to Order

Pledge of Allegiance

6:06 Reorganization and election of officers

Jeanne assumed leadership of the meeting for the election of the new Chair. Donna nominated Rena Klebart, Tia seconded Rena for the position. The vote was taken: Donna – yes, Mary – yes, Sue – yes, Tia – yes, Evelyn – yes, Jeanne – yes, Rena – yes. Rena as Chair resumed control of the meeting and Sue nominated Donna as Vice Chair; Tia seconded: Vote: Donna – yes, Sue – yes, Mary – yes, Jeanne – yes, Evelyn – yes, Rena – yes, Tia – yes. Mary nominated Tia as Treasurer; Jeanne seconded. Vote: Donna – yes, Sue – yes, Mary – yes, Jeanne – yes, Evelyn – yes, Rena – yes, Tia – yes. Mary nominated Jeanne as Secretary; Tia seconded. Vote: Donna – yes, Sue – yes, Mary – yes, Tia – yes, Evelyn – yes, Rena – yes, Jeanne – yes.

6:09 Approval of minutes: Thursday April 7, 2022

Following discussion resulting in a few revisions, Mary moved to accept the April 7th minutes as revised; Tia seconded. Vote: Donna – yes, Sue – yes, Mary – yes, Jeanne – yes, Evelyn – yes, Rena – yes, Tia – yes

6:18 Reports

Director's report

Sondra reviewed the Director's report, highlighting the Malser Grant Application has been awarded *in full*, enabling STEM classes every week from October through May for all age groups. Sondra also reported the Friends Board unanimously approved the 2022-2023 Programming Budget

requested. The content of the new web page was reviewed by the staff. There is now a TikTok account and Sondra noted that Neve has been having fun connecting with other libraries through LibTok. Jeanne requested that the library hours be posted in the print media, noting that some people do not use online sources.

Warrants and Financial reports

Tia reported that outflow was higher this 4-week month than last's month, which was a 5-week month, and that it was attributable to both Building & Grounds.

6:28 Friends' report

The Friends Board hasn't met so there was no report.

6:29 Unfinished business

Personnel –Four interviews were scheduled, unfortunately two candidates cancelled. And while two candidates were interviewed, neither are being considered for the position. The search continues.

Strategic Planning Core Group

Following brief discussion, the Board agreed this group should be referred to as the Strategic Planning Committee. A vote was not required. Donna reported the Committee held their first meeting on April 19th. It was decided to seek assistance from a consultant, of which 3 were approached. One agreed to meet with the Committee, one refused and the third did not respond. The Committee plans to meet again on May 6 to formulate interview questions. On May 10th the Committee will conduct an interview with the consultant.

Policy 3rd reading: Gifts and Donations

Mary moved to accept the Gifts and Donations Policy; Sue seconded. Discussion resulted in two modifications. Mary moved to accept the Gifts and Donations Policy, as revised; Tia seconded. Vote: Donna – yes, Sue – yes, Tia – yes, Mary – yes, Jeanne – yes, Rena – yes, Evelyn – yes,

6:39 New Business

Review of Director's goals/objectives

All agreed that Sondra has done an outstanding job achieving the initial goals assigned. Sondra presented a Draft Director's Goals for May 2022 – May 2023. Rena moved to accept the Goals as written; Tia seconded. Vote: Donna – yes, Sue – yes, Mary – yes, Tia – yes, Jeanne – yes, Evelyn – yes, Rena – yes

6:45 Trustee Bylaws

Mary moved to accept the Bylaws with the current revisions; Tia seconded. Discussion followed, centering around the changes to Article VI. Meetings. Item tabled for final approval next month.

7:02 Adjournment

Mary moved to adjourn; Jeanne seconded. Vote: Donna – yes, Sue – yes, Evelyn – yes, Tia – yes, Mary – yes, Jeanne – yes, Rena – yes

Respectfully Submitted,

Jeanne Mikels

Secretary

Exhibits:

- Director's Report
- Financial Report
- Director's Fund Report
- Completed Director's Goals
- Director's Goals – May 2022 – May 2023