



**Board of Library Trustees**  
**Gladys E. Kelly Public Library, 2 Lake Street, Webster, MA**  
**Minutes for Thursday, May 8, 2025**

**In Person Attendance**

Rich Franas, Board Chair, Rena Klebart, Vice Chair, Jeanne Mikels, Secretary, Sue Buehler, Mary Chabot and Susan Veshi. Sondra Murphy, Library Director, and Evan Hale, Assistant Director and Board Clerk were also present.

**Virtual Attendance:**

Martina Koziak, Treasurer

**Meeting Called to Order**

Meeting called to order at 5:03PM.

Mary Chabot and Rena Klebart were reelected May 5<sup>th</sup>.

**Election of Officers**

Martina nominated Rich Franas for Board Chair; Jeanne seconded. Roll Call Vote: Rena – aye, Sue – aye, Susan – aye, Mary – aye, Jeanne – aye, Martina – aye, Rich – aye. The vote was unanimous. Mary nominated Martina for Treasurer; Rich seconded. Roll Call Vote: Rena – aye, Sue – aye, Susan – aye, Mary – aye, Jeanne – aye, Martina – aye, Rich – aye. The vote was unanimous. Rena nominated Jeanne for Secretary; Mary seconded. Roll Call Vote: Rena – aye, Sue – aye, Susan – aye, Mary – aye, Jeanne – aye, Martina – aye, Rich – aye. The vote was unanimous. Martina nominated Rena for Vice Chair, but Rena nominated Susan for the position; Mary seconded Susan. Roll Call Vote: Rena – aye, Sue – aye, Susan – aye, Mary – aye, Jeanne – aye, Martina – aye, Rich – aye. The vote was unanimous.

**Minutes**

Sue made a clarification about Elaine's role on the Bites, Books, and Blooms committee. Mary moved to accept the minutes; Sue seconded. Roll call vote: Rena – aye, Sue – aye, Susan – aye, Mary – aye, Jeanne – aye, Martina – aye, Rich – aye. The vote was unanimous.

**Reports**

**Trustees Report from the Director**

Evan spoke about ethernet port installation in the area where the new office will be installed, costing a little less than \$1,500 which was paid for with State Aid. Mark Mandeville helped with the speaker testing for our streaming setup. Rena commended the attendance at the intergenerational programming.

**Warrants and Financial Reports**

Martina gave an update on warrants and financial reports, saying that monthly expenses continued to average 8% - 9% and provided the following warrant information:

Date Signed	Item	Item Date	Amount	Approved	Approved By
4/17/2025	Invoices	3/13/2025	\$ 3,377.17	Y	MAK
	Payroll	3/22/2025	\$ 7,428.15	Y	MAK
	Invoiced	3/26/2025	\$15,216.66	Y	MAK
	Payroll	3/29/2025	\$ 7,423.43	Y	MAK
	Payroll	4/5/2025	\$ 7,203.03	Y	MAK
	Payroll	4/14/2025	\$ 7,045.05	Y	MAK

Sondra requested using Trust Funds to purchase books for the remainder of FY2025 to cover the shortfall in the materials budget which is lower than the mandated requirement. Martina moved to use trust funds to pay for materials in May and June; Rena seconded. Roll Call Vote: Rena – aye, Sue – aye, Susan – aye, Mary – aye, Jeanne – aye, Rich – aye, Martina – aye. The roll call vote passed unanimously.

#### Friends Update

Sondra spoke about the Friends budget for FY26.

#### **Unfinished Business**

##### Strategic Plan Discussion

Sondra submitted the annual action plan to the State today.

##### Nest Update

Evan mentioned the talking points he sent out about the Nest and its offerings. He went to the Economic Development Working Groups Property Owners Breakfast and spoke about the technology available at the Nest. He also spoke about securing funding for programs to be held in the Nest going forward, Sondra mentioned how the space can also be used as a secondary programming area for general programs.

##### Staff Update

Paige St. Lawrence's last day is Saturday. Her replacement, Rebecca Ackerman, will start on Monday.

##### Library Hours Discussion

Sondra spoke about increasing Library hours due to additional staff. Hours would be Monday-Thursday 9AM-8PM, Friday and Saturday 9AM-2PM, effective after Labor Day. Mary moved to change to the proposed hours after Labor Day; Rena seconded. Roll call vote: Roll Call Vote: Rena – aye, Sue – aye, Susan – aye, Mary – aye, Jeanne – aye, Martina – aye, Rich – aye. The vote passed unanimously.

##### Grant Updates for ARSL and United Way

Sondra spoke about the ARSL grant that we did not receive. She applied to the United Way for Saturday programs for \$10,000. We received \$10,000 from Malser for One Book, One Community. She assumes the National Endowment for the Arts grant will not happen due to funding concerns.

### Memorial Day Holiday

Sondra said the library will be closed for the Memorial Day Holiday.

### Office Space Discussion

Installation should happen this month.

### Advocacy Discussion

Rena spoke about her desire for Board members to advocate for the Library within the community. She asked Trustees to speak to civic or community organizations with which they are already engaged or will engage with regarding Library offerings.

### **New Business**

#### ICE Procedure Update

Rich spoke with Rick LaFond and said that we should not adopt any specific procedures regarding this. If staff is uncomfortable with any interactions, they can call Rick LaFond or the Chief of Police.

#### Code of Conduct Policy

Evan spoke about a complaint he received regarding the Code of Conduct Policy, specifically the line about photographing patrons or staff without their permission. The suggestion is to change the language to "photographing or recording minors without parental or guardian permission". Mary moved to change the wording in the Code of Conduct Policy; Jeanne seconded. Roll Call Vote: Rena – aye, Sue – aye, Susan – aye, Mary – aye, Jeanne – aye, Martina – aye, Rich – aye. Roll call votes passed unanimously.

#### One Book One Community

Sondra asked to close at 4PM on June 5th to prepare for One Book, One Community. Mary moved to do so; Susan seconded. Roll Call Vote: Rena – aye, Sue – aye, Susan – aye, Mary – aye, Jeanne – aye, Martina – aye, Rich – aye. The roll call vote passed unanimously.

### **Adjournment**

Mary moved to adjourn; Rich seconded. Roll Call Vote: Rena – aye, Sue – aye, Susan – aye, Mary – aye, Jeanne – aye, Martina – aye, Rich – aye. Roll call vote passed unanimously. Meeting adjourned at 6:35PM.

Respectfully submitted,

*Jeanne Mikels*, Secretary

*Evan Hale*, Clerk

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

Director's Report

Financial Reports

Minutes Approved: June 12, 2025