



GLADYS E. KELLY
PUBLIC LIBRARY

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

Minutes for Thursday, November 4, 2021 6:00pm

In attendance: Rena Klebart, Chair, Donna Becker, Vice Chair, Martina Koziak, Treasurer, Mary Chabot, Secretary, Jeanne Mikels, Sue Buehler, Evelyn Pappas, Evan Hale, Acting Director Sondra Murphy, Director.

6:00 Meeting Called to Order

Pledge of Allegiance

On behalf of the Board, Rena offered heart-felt thanks to Evan for stepping in during Sondra's leave. He certainly stood up to expectations. His efforts were very much appreciated.

Approval of minutes: October 7, 2021

Jeanne moved that we revise the minutes to reflect the fact that the October 14th warrant approval had not happened, seconded by Mary. After some discussion, Jeanne removed her motion. Jeanne moved to accept the minutes as read, seconded by Evelyn. All approved.

Reports

6:09 Director's report

After reviewing the report and extending additional appreciation to Evan, Sue noted the lack of YA programs. Evan and Rena said that Matt, a public school teacher has been talking with them about YA programming. Sondra said that, without a Young Adult Librarian, it is difficult to put together YA programs. She is focusing on Children's activities now, and will then shift focus to Young Adult/Youth programming. Report filed.

6:18 Financial reports and warrants

Tia presented the financial reports and Bartholomew funds. She explained there is sometimes a lag in getting month-end information in time for our meeting. She explained that the Friends' annual payment to the Town of \$50,000 is reported in our statements. This amount is paid annually toward paying off the building fund. Report Filed.

Friends' report

Sue reported that no meetings have been held since the Annual Meeting. She said that the Friends 2020 Tax Returns have been filed and were completed by Sam Pappas. There will be a Board meeting coming up soon.

Unfinished business

6:36 Strategic planning

Rena said she wants to keep this agenda item in front of us at each meeting. We agreed to start the plan to plan in February, 2022.

6L49 Memorial recommendations (Amanda)

A memorial service has been planned to honor Amanda for Saturday, November 27th at 2:30. Invitations will go out to all who donated in her memory, as well as the board and employees. Jean Travis will offer a few words, with light refreshments to follow. Mary will work on the wording for the invitations.

review and approval

6:51 Security update

Greg, the Town's IT person, said that he wants to continue to use American Alarm as he is confident that they will do a good job. Several monitors will be added, and some existing cameras will be repositioned.

6:54 Holiday schedule

Sondra plans regular hours for Wednesday and Saturday, closed on Thanksgiving and the following day, Friday. Jeanne moved that we accept the proposal, seconded by Tia. All approved.

New business

6:57 Policy review: guidelines and procedures

It was agreed that the four most recent policies will be reviewed by Sondra and the Staff, then submitted to the Board for. As soon as they are approved, they will be posted on our website. This process will continue for the remaining policies. It was agreed that Staff needs to generate policies as needed, based on their needs.

6:59 Samuel Slater sheep

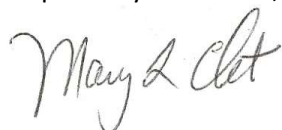
Evelyn reported that the Slater Museum has acquired sheep that will be decorated by local artists. The local Masonic Lodge has purchased one of these sheep and asked for permission to place it on the Library property. Mary moved that we accept the Mason's request, subject to guidance from the Town Administrator, seconded by Jeanne. The motion passed.

Next regular meeting will be December 2nd, and we plan to meet in person. An Executive Session is planned for November 18th at 6:00 in the flex room.

7:16 Adjournment

Tia moved we adjourn, seconded by Jeanne. All approved.

Respectfully submitted,



Mary L. Chabot, Secretary