



## **Board of Library Trustees**

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

**Minutes for Thursday, November 9, 2023**

### **In Attendance**

Rena Klebart, Chair, Martina Koziak, Treasurer, Jeanne Mikels, Secretary, Susan Buehler, Mary Chabot and Evelyn Pappas. Sondra Murphy Library Director, and Evan Hale, Assistant Director and Clerk were also in attendance. Rich Franas, Vice Chair was absent. Meeting called to order at 5:30PM.

### **Approval of Minutes**

Jeanne made a few minor corrections to the October minutes. Sue moved to approve the minutes as amended; Martina seconded. Martina, Jeanne, and Sue approved the minutes. Rena, Mary, and Evelyn abstained.

### **Review of Procedure for Meeting Minutes**

Rena reviewed the reasoning behind the change to dispersion of the minutes made at the September meeting. Following discussion, Martina moved to continue the current procedure; seconded by Sue. The motion was approved 4 to 2 with Jeanne and Mary dissenting.

### **Reports**

#### Director's Report

Sondra spoke about a Reader's Advisory training session being planned and mentioned the 3 machines approved at last month's meeting have arrived. Training for the book cover machine is scheduled. Evan spoke about a Library Management course that he's attending and mentioned the 1<sup>st</sup> staff meeting on October 27<sup>th</sup> went well. The Town's cable committee has purchased, and placed at the Library, a mobile streaming cart that will allow us to stream events as they happen.

#### Warrants and Financial Reports

Martina gave an update on the financial reports. Sondra spoke about a pitch that we are developing to lobby for a new staff person, who would be a patron facing Information Services Librarian. Mary moved that the Trustees add a full-time position to the FY25 budget; Jeanne seconded. Motion passed unanimously. Sondra and a few others plan to attend a Selectmen's meeting to lobby for the new position.

#### Friends Update

Sue gave an update on the Friends of the Library. New board member, Anne-Marie Palermo will be on the One Book, One Community Committee. An art exhibit is up in the Community Room. Friends' survey has been distributed. They are looking at a STEAM Museum program to build on the success of the Whale Mobile this year.

### **Unfinished Business**

#### Strategic Planning: Year 1 Action Plan

Rena spoke about the Year 1 Action Plan that was developed based on the Strategic Plan. Sondra mentioned adjusting open hours based on the Action Plan and implementing a text reminder system. Mary moved to accept the Action Plan as written; Martina seconded. The motion passed unanimously.

#### Trust Fund Proposal: Screens for circulation desk windows

Sondra reached out to the company but has not received a quote. Tabled until next month.

#### Collection policy and review request for reconsideration: 2<sup>nd</sup> reading

Sondra highlighted parts of the Request for Reconsideration Form: anonymous complaints won't be considered, requestor must be a Webster Resident, materials can only be challenged once within a 4-year period, and that the Trustee meeting reports are a public document. Sue moved to approve the form; Martina seconded. The motion passed unanimously.

### **New Business**

#### Patron Counter

Evan discussed a new patron counter system. Mary moved to accept the proposal to purchase the Traf-Sys people counting system for \$1,577; Jeanne seconded. The motion passed unanimously. Martina will research which trust fund to use to purchase this equipment.

#### Joint Session Trustees and Friends

Rena discussed the joint meeting with the Friends and Trustees on November 30<sup>th</sup>, which will begin at 7PM.

#### LSTA Grant Application

Sondra spoke about the LSTA Grant Application she is planning to pursue. The specific grant is to create a Makerspace/co-working space in the Library. Martina moved to approve the letter of intent to apply for this grant; Jeanne seconded. The motion passed unanimously.

#### Staff Training Workshop

Sondra spoke about a proposal for staff training on Reader's Advisory. There are two options: a one-hour training in-house that is \$250, or a larger session that would be \$600 for two hours and we would invite nearby town's staff. Martina moved that the Trustees fund \$600 for the training with a potential for collaboration; Mary seconded the motion. The motion passed unanimously.

#### Holiday Closures and Schedule

Sondra suggested closing the Library Wednesday through Friday, November 22-24. Martina moved to close these days; Jeanne seconded. The motion passed unanimously.

#### December Meeting of Trustees

No discussion on the December meeting.

### **Adjournment**

Sue moved to adjourn; Mary seconded. The motion passed unanimously. Meeting adjourned at 7:11PM.



GLADYS E. KELLY  
PUBLIC LIBRARY

Respectfully submitted,

*Jeanne Mikels*, Secretary

*Evan Hale*, Clerk

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

Director's Report  
Financial Reports

Minutes Approved: December 14, 2023

PENDING APPROVAL