



Board of Library Trustees

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

Minutes for Thursday, November 14, 2024

In Attendance

Rich Franas, Chair, Rena Klebart, Vice Chair, Jeanne Mikels, Secretary, Martina Koziak, Treasurer, Sue Buehler, Mary Chabot and Susan Veshi. Also present, Sondra Murphy, Library Director, Evan Hale, Assistant Director and Board Clerk, and Program Coordinator Randa Allawas. Randa left at 5:11PM, Sue Buehler at 6:30PM.

Meeting Called to Order

Meeting called to order at 5:01PM

Approval of Minutes

Following discussion, Mary moved to approve the minutes as amended; Martina seconded. The motion passed unanimously.

Reports

Trustees' Report from the Director

Randa Allawas, Program Coordinator, notified the Board that she is leaving on December 14th to pursue a new opportunity in Florida. Sondra spoke about preparing for the grand opening of The Nest next Monday morning. Sondra and Rich met with Rick and Courtney about adding a new full-time position. She gave an update on Petits Picasso, her art class. Evan and Sondra spoke at the Webster Dudley Business Alliance annual meeting at the Samuel Slater Experience. The elevator was down for almost a week this month due to a circuit board failure. Evan gave an update on the new staff who are doing well. He also spoke about the technology added to The Nest space. The Nest is already being well utilized by individuals looking for a quiet space to work.

Warrants and Financial Update

Martina gave an update on the monthly financial report. Mary moved to approve the Treasurer's report as presented; Susan seconded. The motion passed unanimously.

Friends Update

Sondra stated the Friends' reported that Bites, Books and Blooms was a very successful fundraiser. Rich related that Robin River, Friends President, had asked him about making the Library a place for more large events like the BBB fundraiser.

Unfinished Business

The Nest Update/Grand Opening

Sondra distributed invitations for The Nest Grand Opening on Monday, November 18th at 9:30AM.

Staff Update

Part-time employee Aimee Jones has accepted a full-time position at the Senior Center and will need to be replaced. As mentioned earlier, Sondra and Rich had met with Rick and Courtney regarding adding a full-time position entitled Information Services Librarian, but Randa's departure has allowed for possible changes to the parameters of positions. Sondra and Evan's preference would be to change Randa's position to an Adult Services Librarian, combining programming and reference. This need for a new full-time position would altered to be a circulation manager and tech services position. Discussions are in process with the Friends about helping to fund the new Full-Time position on a phase-in basis.

Farmers Market Update

The Farmers Market will begin in January and will be hosted in the Community Room, weekly.

State Aid Expenditures

Sondra gave an update on the State Aid expenditures over the past month.

Empower Success Corp

Rich spoke with the president of Empower Success Corp. They have worked with several Library Friends' organizations and Trustee boards. Rena mentioned talking to the Ethics Commission about whether the Trustees can be more actively involved in asking for donations. More information should be provided to individuals regarding the creation of a Trust Fund or making a bequest. This information could be presented on the Library's website as well as through the Trustee section of the quarterly newsletter.

New Business

Community Room Policy

Sondra presented the updated Community Room policy allowing presenters and performers to sell wares. These items may not be ingestible, and prices may not be listed. Susan asked if ingestible items could be given out. Following discussion, it was decided that presenters can give samples of ingestible items, but not sell them. These changes will be incorporated into the policy and "Date Approved" will be added at the bottom of the document. The revised policy will be reviewed and submitted for approval at the next meeting.

Study Room Chairs

Sondra spoke of the desire to update the Study Room chairs, with chairs like those in the Nest space, but without casters. Sondra will get a quote for 16 chairs.

Exterior Maintenance

Rich noted some of the areas outside the Library that need to be redone and better maintained.

Office Space

Sondra spoke about the Walls from KI that were mentioned at last month's meeting. Martina moved to proceed with the installation of the KI walls based on the quotation; Mary seconded. The motion passed unanimously.

Solar Credits

Evan gave an update on a discussion with Tim Bell, town accountant, regarding the changes to solar credit appropriation.

Adjournment

Martina moved to adjourn; Rena seconded. The motion passed unanimously. The meeting adjourned at 6:58pm.

Respectfully submitted,

Jeanne Mikels, Secretary

Evan Hale, Clerk

Exhibits (to be posted on the Library Website)

Director's Report

Financial Reports

Minutes Approved: December 12, 2025