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**Board of Library Trustees
Gladys E. Kelly Public Library
2 Lake Street, Webster, MA
Draft Minutes for Thursday, October 7, 2021 6:00pm**

In attendance: Rena Klebart, Chair, Donna Becker, Vice Chair, Martina Koziak, Treasurer, Mary Chabot, Secretary, Jeanne Mikels, Evan Hale, Acting Director Sondra Murphy, Director. Sue Buehler arrived at 6:28 and Evelyn Pappas arrived at 6:35.

6:01 Meeting Called to Order

Pledge of Allegiance

6:04 Approval of minutes: September 2, 2021

Tia moved to accept the Minutes as amended, seconded by Jeanne. All approved. Evelyn did not vote as she had missed the meeting.

Reports

6:05 Director's report

Evan told us that he updated the report that we have acquired double the number of masks that were listed in the report. There are no updates on the repairs caused to the HVAC system. As of the October 14 warrant the town will pay Renaud for work done to repair the HVAC system. The town will contact the alarm company for compensation for the damage caused to the system. The Town and the library will investigate hiring a different alarm company to install the additional security cameras.

A request was made to track program usage and to provide opportunities for patron feedback.

Reviewed and filed on the library website

6:23 Financial reports and warrants

Tia was asked to provide the total amount in both the Gift and the State Aid funds.

Reviewed and filed on the library website

6:32 Friends' report

Sue reported on the annual meeting.

Sue noted that at the annual meeting presentation Library Land was very complimentary to our town. New officers were elected. The officers are:

President Paul LaFramboise
Vice president Fr Bill Konicki
Treasurer Pat Nectow
Recording Secretary Cindy Nagle
Additional members of the Board include: Charlie Baron, Elaine Davies and Sue Buehler
At the close of the meeting homage was paid to departing president Tom Klebart.

Unfinished business

6:35 Reclassification Process

Tabled

6:35 Strategic Plan consultant: Greg Pronevitz

Tia moved that we gather information from prior plans and prepare for working on it when Sondra is back. Seconded by Mary. Approved. Jeanne volunteered to collect historic data for strategic plan

6:44 Memorial Recommendations

After discussing several options, Mary moved that we place Amanda's picture in the Local History Corridor, if there's room, with a plaque stating that she was the First Director of the Gladys E. Kelly Public Library, seconded by Jeanne. The vote was 4 to 3, motion passed.

New business

7:29 Policies format; website guidelines

Jeanne moved that we immediately remove all policies from the Gladys E. Kelly Public Library website and replace with a "digital banner" saying "Please excuse our Digital Dust as we rebuild this area". Seconded by Mary. Passed.

Jeanne moved to post individual policies, with individual links, that are pertinent to public aspects of current operations at the Gladys E. Kelly Public Library, to include dates of approval, as they become available. Seconded by Tia. Motion passed.

The current policies will be reviewed by staff and Sondra, modified and approved by the Trustees. They will then be posted as clickable links on the website including dates of the last update.

7:48 COVID update

No update was given.

7:49 Adjournment

Mary moved to adjourn, seconded by Tia. All approved. Next month, the November 4th will be a ZOOM meeting.

Respectfully submitted,

A handwritten signature in black ink, reading "Mary L. Chabot". The signature is written in a cursive style with a large initial "M" and a distinct "L" and "C".

Mary L. Chabot, Secretary