



2 Lake Street  
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Gladyskellylibrary.org

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Board of Library Trustees  
Gladys E. Kelly Public Library  
Minutes for Thursday, October 13, 2022

In Attendance: Rena Klebart, Chair, Donna Becker, Vice Chair, Martina Koziak,  
Treasurer, Jeanne Mikels, Secretary, Mary Chabot, Evelyn Pappas  
In Virtual Attendance: Sue Buehler (joined at 6:09pm)

6:00pm Meeting Called to order  
Pledge of Allegiance

6:01pm Approval of Minutes of Thursday, September 8, 2022  
Mary moved to accept the revised minutes; Martina seconded. Approved  
via Roll Call Vote: Donna – aye, Mary – aye, Martina – aye, Jeanne –  
aye, Evelyn – aye, Rena – aye. Sue was not yet present to vote.

6:03pm Reports  
Director's Report

- Sondra announced that Peter had submitted his resignation and in fact started his new position at the Shrewsbury Public Library today.
- The Webster Times has now been fully digitalized from 2009 thru the current issue. Going forward, hard copies will be forwarded for digitalization annually to meet the minimum size requirement.
- Sondra has requested Rick LaFond, the Town Administrator, take the lead in convincing Greenfield Glass to do an onsite visit to assess the leak situation. This is the company who installed the windows when the Library was built.
- There was another glycol leak on the 2<sup>nd</sup> floor – this appears to be a seasonal issue that should now be fully resolved. The bill will be paid from the Building & Grounds budget line.
- Evan will be attending the New England Library Association conference at the end of October at his request and with Sondra's approval.

Warrants & Financial Reports

- The ARIS report is complete: all requirements for materials expenditures were met and accreditation was obtained. The new Materials Line is working well. ARIS figures impact our level of State Aid awarded each year.

- There was an additional meeting with Tim Bell, Town Accountant and another is expected. Martina will provide an update on the Bartholomew Accounts at our next meeting.

#### Friends Report

- The Friends' Board met last Thursday, October 6<sup>th</sup>. The mini-golf event is scheduled for November 4 & 5, Taste of Webster is planned for the spring but there is no specific date yet. There are 2 new Board Members: Allison Uccello and Steven Place. Charlie Baron and Father William Konicki have resigned. The next meeting will be November 7<sup>th</sup>.
- Friends and the Board of Trustees will consider posting a column as part of the library's quarterly newsletter.

6:25pm

#### Unfinished Business

##### Personnel

- With Peter's departure, Sondra has redefined the position responsibilities of library staff to create an Assistant Director & Information Services Librarian as well as a Programming Coordinator. The positions are currently under review by the union and Town Administrator with no negative feedback received to date.

##### Strategic Planning

- Since our September Trustees' meeting, we have had two planning sessions with Barbara, on 9/14 and 9/29
- The Staff SOAR (**S**trengths, **O**pportunities, **A**spirations and **R**esults) exercise will be a virtual event on November 2
- We have selected our 14 Advisory Committee members, all of whom have agreed to participate. They will be meeting on November 15 and January 9. Sondra will chair these two meetings and Barbara will act in a supporting role.
- The Joint SOAR exercise with the Board of Trustees and Friends of the Library will also be a virtual event on November 17<sup>th</sup>.
- Sondra asked for approval to close the Library 1 hour early (at noon) on November 2<sup>nd</sup> to allow any Staff on duty to prepare and commute home for the virtual SOAR Exercise. Mary moved to approve the early closure; Martina seconded. Approved via Roll Call Vote: Donna – aye, Sue – aye, Mary – aye, Martina – aye, Jeanne – aye, Evelyn – aye, Rena – aye.

##### Bartholomew Funds

- Discussed under Warrants & Financial Reports

#### New Business

##### Minutes & Record Keeping

- Following review, the Town Clerk has notified the Board of Trustees that the only minutes to be submitted for posting on both the Library and Town websites are those that are approved; no Draft Minutes to be submitted. With the inclusion of Clerk duties as part of the new Assistant Director responsibilities, there was much discussion

regarding Draft Minutes, Revised Minutes and Approved or Approved as Amended Minutes and how the minutes would be disseminated to the Board members and for posting.

- The new Library website will allow for online room reservations. Sondra pointed out the Meeting Room Reservation Policy will need to be reviewed and revised to incorporate the online booking ability.
- The architectural firm that designed the Library (Oudens Ello) has received an award for the design and the Award Committee has asked for a tour of the building, potentially on November 4<sup>th</sup>, the same day as the Friends Mini-Golf event. Mary moved to close the Library at 3pm instead of 4pm on that day in order to provide a tour to the Committee; Martina seconded. Unanimously approved via Roll Call Vote:  
Approved via Roll Call Vote: Donna – aye, Sue – aye, Mary – aye, Martina – aye, Jeanne – aye, Evelyn – aye, Rena – aye.

7:30pm      Adjournment

Mary moved to Adjourn the meeting; Martina seconded. The motion was approved unanimously via Roll Call Vote: Donna – aye, Sue – aye, Mary – aye, Martina – aye, Jeanne – aye, Evelyn – aye, Rena – aye.

Respectfully Submitted,

*Jeanne Mikels*

Secretary

Exhibits:

Director's Report

Financial Report