



## **Board of Library Trustees**

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

**Minutes for Thursday, October 10, 2024**

### **In Person Attendance:**

Rich Franas, Chair, Rena Klebart, Vice Chair, Susan Veshi present. Mary Chabot arrived at 5:25pm. Also present, Sondra Murphy, Library Director, and Evan Hale, Assistant Director and Library Clerk.

### **In Virtual Attendance:**

Jeanne Mikels, Secretary, Susan Buehler.  
Martina Koziak, Treasurer was absent.

### **Meeting Called to Order**

Meeting called to order at 5:05PM.

### **Approval of Minutes**

Rena moved to accept the minutes as written; Sue seconded. Roll Call Vote: Sue – aye, Rena – aye, Susan – abstain, Jeanne – aye, Rich – aye.

### **Reports**

#### Trustees' Report from the Director

Sondra highlighted two new staff members, Kate and James. Kate will be doing social media, while James is an adjunct professor in CT who is exploring the library field via his new part-time position with us. She provided additional information resulting from last month's visit to the Krueger International showroom in Boston exploring options to increase library office space. Evan spoke about the ARSL conference, which he and Jess attended, and about changes to the staff meeting format. He announced that he has been asked to speak at the upcoming Webster Dudley Business Alliance Annual Meeting. Rich asked about the stats, which are still trending upwards from last year.

#### Warrants and Financial Update

No update.

#### Friends' Update

Sondra provided an update on the Friends' last meeting. Robin River is the Chair, and Paul LaFramboise is Vice Chair. Otherwise, the board members were unchanged. Planning for Books, Bites and Blooms is proceeding very well.

### **Unfinished Business**

#### 2024 Grants Update

Sondra recently applied to the Massachusetts Cultural Council and will apply for the Webster Cultural Council for the 2025 One Book, One Community Event. She requested \$5,000 to pay for Sy

Montgomery, an American naturalist, author, and scriptwriter who writes for children as well as adults, to give a presentation at the Webster Middle School.

### The Nest Status

The furniture is scheduled to ship around the middle of October. Evan and Sondra met with a representative from the Center for Women and Enterprise, and they have several programs that will be very useful for the space. The project is proceeding as planned.

### State Aid Expenditures

Rich reviewed last month's discussion regarding State Aid Expenditures: Sondra is authorized to make disbursements up to \$7,000 per month, totaling not more than \$35,000 annually without prior Board approval. The Board will be made aware of these disbursements, after the fact. There is no policy regarding State Aid Expenditures, although a cash procedure does exist. Sondra mentioned that the Financial Report was submitted.

### Future Ideas

Sondra reminded the Board that the first idea on the List of Future Ideas was additional staffing. Toward this end, Rich and Sondra met with Rick and Courtney of the Town Administrator's Office to discuss it. She spoke about a potential cost-sharing arrangement between the Friends' and the Town to upgrade a part-time position to a full-time position. A discussion will occur with the Friends to ensure their agreement.

### Library Hours

The Friends' have requested the Library close early on October 17th to prepare for Bites, Books, and Blooms. Sondra suggested closing at 4PM. Jeanne moved to close the Library at 4PM to enable preparation for Bites, Books and Blooms on October 17th; Mary seconded. Roll Call vote: Sue – aye, Rena – aye, Susan – aye, Jeanne – aye, Mary – aye, Rich – aye. Main Street Trick or Treat is Friday, October 25th from 4-6PM and Staff has requested to close an hour late to accommodate the Trick or Treaters. Mary moved to remain open until 6PM on October 25th; Sue seconded. Sue – aye, Rena – aye, Susan – aye, Jeanne – aye, Mary – aye, Rich – aye.

### Trustee Manual Status

Rich spoke about moving forward with both the electronic and paper versions of the Trustee Manual. Jeanne is working on them and when complete, the paper version will be provided to existing Board Members upon request. Newly elected Board Members will be offered the choice of a current paper version or an electronic version of the Manual.

### Conflict-of Interest Update from Trustees

Rich spoke with Town Clerk, Linda Krupsky about managing and monitoring conflict of interest compliance. Linda will begin to monitor this next year. Meanwhile, Jeanne will monitor compliance by Library Board Members and will resend the link to the conflict-of-interest training to all members.

## **New Business**

### Program Presenters Sales

Sondra spoke of a presentation by an herbalist who wanted to sell her wares at the program, which was scheduled prior to this Board meeting. Sondra told her she could sell the items, if she donated 10% of

her proceeds to the Friends'. Discussion among the Trustees regarding future presenters' sales brought out the concern that items for sale were not intended to be ingested, notice that neither the Library Trustees nor staff endorses the quality or efficacy of the product, and that a donation to the Friends' based on proceeds would be required.

Worcester Rec, who hosts a local Farmers Market, inquired about the Library hosting the Market weekly through the winter. The question is whether this would be an appropriate use for the premises. A recommendation was made that this be brought to the town attorney for an opinion. Sondra will bring it to Rick. Mary moved to approve the Farmers' Market use, pending Town Attorney's opinion; Jeanne seconded. Roll Call Vote: Sue – aye, Rena – aye, Susan – aye, Jeanne – aye, Mary – aye, Rich – aye.

#### Empower Success Corps

Rich spoke of raising additional funds by educating people about the creation of Trust Funds through bequests. He mentioned a Boston based consultant firm whose mission is to enhance the impact of nonprofit organizations through high-quality, affordable capacity-building services who could potentially help with this idea, as well as other fund-raising suggestions. Susan cautioned that whoever comes in to help isn't trying to sell their own business or services.

#### **Adjournment**

Mary moved to adjourn; Jeanne seconded. Roll Call Vote: Sue – aye, Rena – aye, Susan – aye, Jeanne – aye, Mary – aye, Rich – aye. The meeting adjourned at 6:21PM.

Respectfully submitted,

*Jeanne Mikels*, Secretary

*Evan Hale*, Clerk

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

Director's Report

Financial Reports

Minutes Approved: November 14, 2024