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Gladyskellylibrary.org

Board of Library Trustees

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

Draft Minutes for Thursday, September 2, 2021 6:00pm

In attendance: Rena Klebart, Chair, Donna Becker, Vice Chair, Mary Chabot, Secretary, Jeanne Mikels, Sue Buehler and Evan Hale, Acting Director. Also in attendance was Evan Hale. Martina Koziak, Treasurer, arrived at 6:10. Evelyn Pappas was unable to attend. Our guest speaker was Greg Pronevitz to speak about Strategic Planning.

6:01 Meeting Called to Order

Pledge of Allegiance

6:02 Strategic planning consultant: Greg Pronevitz

Greg went through the basic outline of how to create a Strategic Plan, the steps, and who should/needs to be involved. This was a very informative session with Greg, who has been writing Strategic Plans for 20 years. We discussed the outline and are to review the materials he provided and start planning to plan.

7:10 Approval of minutes: August 5, 2021

Jeanne moved to accept the Minutes, seconded by Tia. All approved. Tia and Sue were not voting as they had missed the meeting.

7:12 Reports

Director's report

A concern was raised about the use of the library parking lot by non-patrons. Rena will address with interim town administrator

Concern about the classification process which does not take into consideration education but does reward longevity. Rena will address with Personnel Advisory Board and inquire about the role Trustees can play during the reclassification process.

Reviewed and filed on the library website

Financial reports and warrants

Discussion regarding the line item movement of budget monies by the library director, which is standard operating procedure. The Trustees would like to be informed of any line item movement and to be able to discuss and approve the transfer.

Reviewed and filed on the library website

Friends' report

The annual meeting will be held on September 15 at which officers will be elected, and a speaker from Library Land to talk about how we became the #1 library in the state. The Board of Directors have discussed ways to recognize both Amanda and Nancy and their contributions to the library.

We asked if they can share minutes and financial reports with the Trustees on an ongoing basis

7:46 Unfinished business

Collection development policy and request for reconsideration form; final reading. Agreed that instructions will be added to the Reconsideration form and that both the Reconsideration form and a form for Consideration for New Materials be included in the library website.

Tia moved to accept the documents, seconded by Jeanne. All approved.

7:56 New business

COVID update

We will continue following the state-guidelines and children must continue to wear masks indoors in the children's rooms. We will start our expanded hours on September 11.

Gift/donation request

We discussed our policies for accepting gifts briefly.

7:59 Adjournment

Sue moved to adjourn, seconded by Jeanne. All approved. Next month will be a ZOOM meeting.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary L. Chabot".

Mary L. Chabot, Secretary