



## **Board of Library Trustees**

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

**Minutes for Thursday, September 14, 2023**

### **In Attendance**

Board of Trustees Chair Rena Klebart, Vice Chair Rich Franas, Treasurer Martina Koziak, and Sue Buehler present. Also, in attendance Sondra Murphy, Library Director, Evan Hale, Assistant Director and Clerk, guests Donna Becker and Elaine Davies from the Strategic Plan Committee. Meeting called to order at 5:32PM. Secretary Jeanne Mikels arrived at 5:36PM. Absent were Evelyn Pappas and Mary Chabot.

### **Approval of Minutes**

Martina moved to approve the minutes from August 13<sup>th</sup>; Rich seconded. Motion passed unanimously.

Rena spoke about changing the process of minute dispersion, Evan will distribute Draft Minutes to all members of the Board of Trustees. Trustees will send corrections to Jeanne, who will correct/add data as needed and disperse the Final Minutes to all Trustees. Jeanne raised concerns with this process. Going forward, Evan will send the Draft Minutes to all the Trustees.

### **Reports**

#### Director's Report

Sondra spoke on updates from the Director's report including new shelving that has been purchased and received but needs to be installed. Sondra discussed the procedure for loaning out Library of Things items. Video cases detailing the "Thing" will be displayed with the Video and Board Games on these shelves. There was discussion about relocating the cork board. Sondra spoke about the excellent attendance for summer programs, both children and adults. Sondra finished the ARIS report with help from Evan and Randa. Ted Tetreault, town building inspector, repaired the roof leak. Martina pointed out the long wait times for items in CWMARS. Sondra mentioned a new "Lucky Day" collection that is not holdable and will be lent out for shorter periods of time. Evan spoke about upgrades to the technology in the building, all of which went smoothly, including the digital signage, projector and adult patron computers.

#### Warrants and Financial Reports

Martina spoke about the financial reports.

#### Friends Update

Sue explained the Friends have not met since July. She spoke briefly about the speaker for the Annual Meeting on September 21<sup>st</sup>. After the meeting there will be elections for four new board members.

### **Unfinished Business**

#### Strategic Planning: Final Draft

Discussion included praise for the depth and detail presented in the Plan, the need to reevaluate the same data points over subsequent years covered by this Plan and into the next Plan and prioritization of goals presented,



much of which will be incremental beginning with the simplest and short-term goals. Some goals are actionable immediately while others can begin this year and continue into subsequent years. Adding an additional staff member was identified as the number one goal. It was proposed that Sondra and staff members create an Annual Action Plan that will outline the Strategic Plan Goals for the year, as well as measurable criteria for determining success. Donna stated the completed goals should be listed on the website page where the Strategic Plan is posted. The Board is responsible for approving the Strategic Plan and ensuring the items on the yearly action plans are doable. Evan explained that the Appendices have not yet been uploaded to the website. Martina moved to accept the Strategic Plan from FY2025-2029; Jeanne seconded. Motion passed unanimously.

#### Capital Budget for Improvements

Rena spoke about the capital budget for improvements. Sondra spoke of a few options about funding building repairs. We could ask for the item to be put on the capital improvement plan. If there is available budget from the town, it could be used this year. These would generally be anticipated repairs or work. An emergency need would have to be submitted to the finance committee for approval, followed by an appearance at the Board of Selectmen requesting the funds to be appropriated. Another option would be to incrementally build it into the Library's budget. Additionally, Trust Funds and State Aid can be used. Evan spoke of the existing signed maintenance contracts that already total more than the Buildings and Grounds budget, exclusive of additional spending on service calls.

#### Resource Officer Update

Sondra offered an update regarding the resource officer: for now, it seems to be a non-issue

#### Trust Fund Proposals

##### Frosting Window samples/quotes

Sondra spoke about the two quotes for providing a modicum of privacy to the back circulation office: frosting the windows to a height of 15" or applying vinyl 'dashes' similar to those on the exterior windows. Sondra spoke about first amendment audits in public buildings. Rena suggested asking the staff about shades for these windows, while Jeanne asked about investigating etching the windows. This will be tabled until the next meeting.

##### Camera Upgrade – no updates

##### Map of old Webster

Discussion continued about allowing this patron to purchase the map. The original owner does not have an objection to the map being where it is but would be amenable if that patron acquired it. Sondra mentioned that it may be something we would consider deaccession of this item from our collection. Martina moved to remove the map from our collection; Sue seconded. Motion passes unanimously.

#### **New Business**

##### Staff Meeting

Evan mentioned closing early or opening late one Friday per month to hold a staff meeting, minutes would be taken and there would be a section added to the monthly Director's Report to relay any pertinent information



from these staff meetings. Martina moved to approve the staff meeting; Jeanne seconded. Motion passed unanimously.

#### ARIS Report

Sue spoke about the staffing issues that are highlighted by this report. Evan mentioned the difficulty in scheduling enough staff in the building after having reopened for Saturday hours. Rena noted how positive the report is.

#### Collection Policy Review

Rena spoke about the Mass Public Library Trustees handbook and the Library Bill of Rights regarding updating the collection policy. Rena spoke about groups that are challenging books, and would like to take a look at our Collection Development policy, as well as our Request for Reconsideration policy.

#### **Adjournment**

Sue moved to adjourn; Rich seconded. Motion passed unanimously. Meeting adjourned at 7:20PM.

Respectfully submitted,

*Jeanne Mikels*, Secretary

*Evan Hale*, Clerk

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

Director's Report

Financial Reports

Minutes Approved: October 12, 2023