



Board of Library Trustees

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

Minutes for Thursday, September 5, 2024

In Attendance

Rich Franas, Board Chair, Rena Klebart, Vice Chair, Martina Koziak, Treasurer, Jeanne Mikels, Secretary, Sue Buehler and Mary Chabot. Also in attendance, Sondra Murphy, Library Director, and Evan Hale, Assistant Director and Board Clerk. Susan Veshi was absent.

Meeting Called to Order

Meeting called to order at 5:00PM.

Approval of Minutes

Mary moved to approve minutes as submitted; Martina seconded. The motion passed unanimously, except for Rena who abstained due to her absence from last month's meeting.

Reports

Trustees' Report from the Director

Sondra explained that a large donor that she had been working with who chose to give the donation to the Friends, with stipulations on its use. Rena asked about potentially doing a workshop on legacy donations to the Library as an information session for the community. Mary suggested making it open to anyone considering opening a trust fund, even for organizations other than the Library. Sondra and Randa met with a representative from Venture Community Services to discuss creating programming specifically for intellectually disabled adults. Sondra met with a representative from Sunset Nurseries, who does the landscaping for Paige Chiropractic. She has asked for quotes to do a yearly visit to keep up the landscaping, as well as one big visit to improve the landscaping in general. She spoke about an online database called Ompractice which offers live classes for physical and mental wellness that our patrons could access. She spoke about a Reader's Advisory training which included staff from the Pearle Crawford Library. Evan mentioned a breakfast with the Economic Development Working Group that focused on Property Owners in Downtown Webster. He met a gentleman that is planning to open a food court on Davis Street in Webster and gave him information about The Nest and how it could help his potential tenants.

Warrants and Financial Update

Martina spoke about the financial reports. Sondra mentioned two bills for Buildings and Grounds maintenance were sent to the finance committee. Sondra and Martina gave an update on potential issues regarding the National Grid Electricity credits. Sondra also said the elevator maintenance contract with Otis was renewed for 5-years.

Friends Update

Sondra gave an update on the last Friends meeting. Greater Worcester Community Foundation discussed the Friends' finances. They are still looking for a new member to join the board. The annual meeting is September 19th at 6PM, which will feature a presentation "The Town of Iron Toys" about mechanical banks, followed by their annual meeting. Books, Bites, and Blooms will be on October 17th.

Unfinished Business

2024 Grants Update

We applied for the Mass Cultural Council grant for One Book, One Community, however it was not approved. We will be applying for the Webster Cultural Council grant. We will get our LSTA Grant funds in October.

The Nest Update

The Friends approved the purchase of storage and felt screens for the room, which now fully funds the project. We currently expect the furniture to be installed in early October, with a potential Grand Opening in November.

Building Update

No new updates.

State Aid Expenditures

Rich spoke about allocating an annual amount of State Aid Funds that Sondra can spend without prior Board approval. The recommendation is that she can spend up to \$7,000 per month, and up to \$35,000 per fiscal year from State Aid without prior Board Approval. The policy on these fund expenditures will be updated to reflect this change.

New Business

Future Ideas

Sondra spoke about additional funding the Friends have asked us to spend. Her spending preference would be to pay for a full-time staff member for a set number of years, assuming the town would be willing to cover this cost after the agreed upon period. This additional position would allow us to be open for an additional three hours per week. Sondra also mentioned our trip to Krueger International, which resulted in some very good solutions to create a new office.

Staff Update

Two circulation assistants found full-time positions and will be leaving. We have interviewed two people, and another two are scheduled for Friday the 6th.

Event Venue

Evan asked about possibly holding his wedding at the Library next fall. The Trustees will think about this and are hopeful this can be able to happen.

Trustee Manual including Policies and Procedures

Rich suggested maintaining the Trustees manual in both physical and electronic format. Jeanne mentioned the physical copies will need periodic review to ensure any changes are captured.

Conflict of Interest Update from Trustees

Some Board members have been able to complete the Conflict-of-Interest Training. Jeanne will be responsible for tracking the status of this training for the Board members.

Donor Update/Fund Raising

Rich stated that, as an elected board, the Board of Trustees may not fundraise, unless a separate 501c3 Foundation was formed.

Acknowledgement

Rich presented a Certificate of Appreciation and a bouquet of flowers on behalf of the Board to Rena for all the hard work she has done over the years for the Library.

Adjournment

Jeanne motioned to adjourn; Martina seconded, the vote was unanimous and the meeting adjourned at 6:57PM.

Respectfully submitted,

Jeanne Mikels, Secretary

Evan Hale, Clerk

Exhibits (to be posted on the Library Website)

Director's Report

Financial Reports

Minutes Approved: October 10, 2024