



Board of Library Trustees
Gladys E. Kelly Public Library, 2 Lake Street, Webster, MA
Minutes for Thursday, December 12, 2024

In Attendance

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

Meeting Called to Order

Meeting called to order at 5:02PM.

Approval of Minutes

Mary moved to accept the minutes as written; Martina seconded. The motion passed unanimously.

Reports

Trustees' Report from the Director

Sondra spoke about the grand opening of The Nest and how very well it went. All the guest speakers were extremely complimentary. Sondra also mentioned that with Randa's imminent departure, she has offered the open position to Jessica Fontaine. Sondra also mentioned that Marco Cepeda, who speaks Spanish fluently, has been hired as a part-time assistant. Rich and Sondra will attend the January Selectmen's meeting to discuss Library needs.

Warrants and Financial Update

Martina gave an update on the financial reports. Sondra spoke about our state-aid disbursement which is up about \$6,000 from last year.

Friends Update

Sondra spoke about last month's Friends Board meeting.

Unfinished Business

As Built Plan Review

Rich spoke about the As Built Plan Review that was submitted by the Planning Board.

Library Use Review

Rich spoke about using the Library for a wedding and about the necessary steps that would need to be taken.

Outstanding Bills

Sondra had no update regarding the finance committee.

Holiday Hours Discussion

Sondra reviewed the Thanksgiving change in hours. For Christmas and New Year's, the union has a half day holiday the day of Christmas Eve and New Year's Eve, and a full-day holiday on Christmas and New Year's Day. Mary moved to close at 1PM on Christmas Eve and New Year's Eve and close completely on Christmas and New Year's Day; Martina seconded. The motion passed unanimously.

Office Space Update

Sondra reviewed the changes made to the proposal for walls creating the new Office Space. Mary moved to fund the increased cost for the KI wall quote using State Aid funding; Martina seconded. The motion passed unanimously.

Nest Update/Procedures

Rich suggested recording metrics and utilization numbers for The Nest, and determining how equipment will be funded. It was decided that a policy will be created to address these issues. Sondra spoke about a meeting with Mark Mandeville regarding purchasing speakers for the Library. We can use one of the speakers to help with any sound issues that may occur in The Nest.

Exhibit Policy Update

Sondra spoke about a few clarifying changes that have been made to the Exhibit Policy and the Exhibit Application Form. Rich moved to accept the policy and application form, with the application form amended to reflect the new staff member responsible for exhibits; Mary seconded. The motion passed unanimously.

Next Year Planning Considerations

Martina spoke about the need for adequate staffing for the Library. Sondra spoke about replacing the water fountains in the building.

One Book/One Community Update

Sondra notified the Board that the author for next year's One Book One Community will be Sy Montgomery, who will also be bringing her children's book illustrator, and will be doing 3 events for \$12,500. The adult talk will be held at the Library; a separate talk held at the Middle School, with a story time at the Library the following morning. We have not yet received a decision regarding the Webster Cultural Council grant.

Staff Update

Addressed earlier during the Trustees Report from the Director.

New Business

State Aid Expenditures

Sondra gave an update on the use of State Aid funds.

Adjournment

Mary moved to adjourn; Susan seconded. The meeting adjourned at 6:34PM.

Respectfully submitted,

Jeanne Mikels, Secretary

Evan Hale, Clerk

Exhibits (to be posted on the Library Website)

Director's Report

Financial Reports

Minutes Approved: January 9, 2025