



Board of Library Trustees

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

Minutes for Thursday, June 8, 2023

In Attendance

Rena Klebart, Chair, Rich Franas, Vice Chair , Martina Koziak, Treasurer , Jeanne Mikels, Secretary, Mary Chabot, Susan Buehler, Evelyn Pappas, Sondra Murphy, Library Director and Evan Hale, Clerk and Assistant Director

Meeting Called to Order

Meeting called to order at 5:31PM

Pledge of Allegiance

Approval of Minutes

Mary moved to approve minutes; Sue seconded. The motion was approved unanimously.

Reports

Director's Report

Sondra highlighted the Library's community garden. She also spoke on the server room A/C which needs to be replaced; this will cause the Buildings & Grounds line item to be overspent. Evan highlighted an update to the digital signage in the Lobby: we are changing to a company called Cirrus, which is also being used by the town for their digital signs.

Warrants and Financial Reports

Martina reviewed the Financial Reports.

Budget Update

Martina spoke about the current budget expenditures, explaining that we are well within the budget for the last month of the fiscal year.

Friends' Report

Sue provided the Friends' Report mentioning their Board meetings have shifted to the 2nd Tuesday of the month and initial planning for the 3rd Annual One Book, One Community event in 2024 has begun.

Unfinished Business

Strategic Planning: Visionary Mission and Core Values

Rena provided an update regarding the continuing work on the Strategic Plan, including the Visionary Mission Statement and Core Values, and explained how these statements work with, and support, the overall Strategic Plan. Sondra and Evan have begun working on the Goals and Objectives, which is the



next step. Mary moved to accept the Mission Statement and Core Values as written; Martina seconded. The motion passed unanimously.

Replacement Equipment Community Room

Evan spoke to the projector replacement project; explaining that Greg has reached out to ProAV, but they are still waiting for the equipment to arrive. No date for completion is available.

Define: Library Program

Following lively discussion, Mary moved to approve the definition suggested by Sondra with a minor adjustment, to read as follows: "A Gladys E. Kelly Library Program is any event that is approved by the Library Director and supported by the Library Board of Trustees. This includes events that are Staff-run, performer-based, or as partnerships with outside organizations. Library programs will be promoted publicly and entered into the Library's calendar of events". Rich seconded the motion and the motion passed unanimously.

New Business

Exhibit Policy

Rena addressed the desire to reexamine the Exhibit Policy following the conclusion of the first art exhibit, reflecting conversations with the Exhibit Committee and Sondra. Sondra explained the requested changes, and following discussion, Jeanne moved to accept the reviewed and amended Exhibit Policy and Application including the agreed upon adjustments; Mary seconded. The motion passed unanimously. The Board plans to review this policy again after August when it's been in place for a full year, and we have had more than one exhibit.

Staffing

Rena spoke about the current level of understaffing at the Gladys E. Kelly Library, which is specifically highlighted by Evan's research into local comparable libraries and pay levels for part-time staff members. Rena moved to increase part-time salary to \$19.85 and authorize Sondra to have a conversation with the Town Administrator about increasing their pay in future budgets. If the budget does not support this, the increase will be funded by the State-Aid grant. Mary seconded. Motion passed unanimously.

Unpaid Bills

Sondra asked to use state-aid money to pay the unpaid invoices from previous fiscal years, which were not approved for payment at the May 2023 Town Meeting. Martina moved to pay the unpaid bills, totaling \$1,289.28 from the state-aid account; Mary seconded, and the motion passed unanimously.

4th of July

Sondra asked that the Library be closed on Monday, July 3rd, enabling a 3-day holiday weekend for the entire staff. The Board suggested the issue of closing Town Hall on July 3rd be addressed indirectly to the Town Administrator.



Adjournment

Mary moved to adjourn; Martina seconded. The motion passed unanimously.

Respectfully submitted,

Jeanne Mikels, Secretary

Evan Hale, Clerk

Exhibits (to be posted on the Library Website)

Director's Report

Financial Reports

Minutes Approved: July 13, 2023