

Board of Library Trustees  
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2 Lake Street, Webster, MA  
Local History Room

Gladys E. Kelly Public Library

## **Thursday, February 6, 2020**

In attendance: Rena Klebart, President; Margaret Lorenczykova, Richard Franas, Jean Travis, Catherine Martin and Amanda Grenier.

Absent: Mary Chabot and Nancy LaFramboise

### **6:00pm Meeting Called to Order**

Pledge of Allegiance

### **6:05pm Approval of Minutes of January 2, 2020 and January 14, 2020**

Tabled

### **6:10pm Director's Report**

Amanda presented the January Statistics. She said there were 77 new patrons with 2452 books circulated. There were 1207 media circulated. 76 programs were offered, with 612 attendees. \$24,520 was saved by patrons on books, and \$30,049 on media. There were 909 hours of computer use, and 111 Study Room reservations. Amanda noted that the annual statistics had been posted on FACEBOOK and had been positively received.

Amanda requested a salary increase for the part time staff. After a review of salaries of area town's Jean Travis suggested that the hourly rate be increased by \$2.25. Noted that the survey of area towns placed Webster last for hourly rate for part time employees. It was also discussed that the Trustees consider annual increases of 2%.

Rich moved to recommend the \$2.25 hourly increase for part time staff, to be effective as soon as possible, seconded by Margaret; approved by voice vote.

Once again Marilyn Fels demonstrated her support for the library with a generous gift.

The mobile hotspots will be available in March. Patrons can borrow them for one week periods and a waiting list will be maintained.

Peter will conduct individual computer classes. Patrons will be able to schedule appointments for these 1-1 sessions.

Rich moved to accept the report, seconded by Margaret; approved by voice vote.

## **6:25pm Warrants and Financial Reports**

We have exhausted the credit for electricity.  
Warrant total \$4,068.79.

Renaud HVAC was paid \$469.24 to repair a line leak.  
OTIS elevator repair for air vent circulation \$705.28  
Because both repairs were due to faulty installation, Amanda was asked to file a letter of complaint with the company.  
Purchase of summer reading materials \$1,399.55  
Warrant total \$7,160.47

Margaret moved to accept the Warrants as presented, seconded by Catherine; approved by voice vote.

## **6:45pm Update on Budget Proposal**

Amanda is scheduled to meet with Doug and Tim February 12<sup>th</sup> to defend the proposal.

## **6:50pm Update from Friends**

Tom Klebart, president of the Friends, reported on the Friends' finances. As of December 31<sup>st</sup> the Greater Worcester Foundation account held \$1,152,539. Total assets of the Friends were \$1,392,429

Tom reported that \$50,000 was paid to the Town to help defray the construction cost of the library. Assuming that the funds are stable and pledges are honored, it is anticipated that the Friends will maintain that schedule (\$50,000 per year) until the non-eligible cost debt is paid.

The program committee, made up of Friends members and staff, has developed a process for program proposal review and approval. The first program (livestream Harry Potter) was presented to the program committee for review and was approved by the committee and the Board of Directors of the Friends. It is anticipated that moving forward the Friends will develop a budget so that the staff and Trustees can understand the level of financial support for the year.

The Friends will submit a grant proposal to the Malser Foundation for the purchase and installation of spotlights. In addition, the grant will request funds to continue the Concert Series. It was suggested that the Friends contact an electrician who has done work for the Town.

## **7:00pm Gift Fund and Trust Funds policy and procedures**

After a discussion and a review of the April 4, 2019 Gift and Donation policy, it was decided that there is a distinction between a gift fund and a trust fund

The gift fund is intended to be used at the discretion of the director for library programs and materials, the director will track the deposits and expenditures of the gift fund and report gift fund amounts to the Trustees; but is not required to get prior approval for these expenses. Monetary donations up to \$5,000 will be placed in the Gift Fund (unless the donor specifically requests that a trust fund be established).

Monetary donations above \$5,000 will be placed in a dedicated trust fund. The Trustees must review and approve all gifts and donations.

Use of Trust funds will require a written proposal and approval by the Trustees.

Decided that a proposal form requesting Trust funds will be developed and a revised Gift and Donation policy will be prepared for the Trustees. Rena will bring an updated copy for the next meeting.

## **7:30pm Adjournment**

Rich moved to adjourn, seconded by Margaret, and approved by voice vote.

Respectfully submitted,

Rena Klebart  
Acting Secretary

## **Upcoming Meetings:**

**Regular Trustees meeting: Thursday, March 5<sup>th</sup> 6:00**

**Special Trustees meeting: Thursday, March 12<sup>th</sup> 6:00**