

January 2 2020
Board of Library Trustees
Kelly Public Library
Local History Room
Agenda for Thursday, January 2, 2020

Gladys E.
2 Lake Street, Webster, MA

In attendance: Richard Franas, Vice-President; Nancy LaFramboise, Treasurer, Mary Chabot, Secretary; Margaret Lorenczykova, Jean Travis, and Amanda Grenier. Rena Klebart, President; and Catherine Martin were absent.

6:00pm Meeting Called to Order

Pledge of Allegiance

6:02pm Approval of Minutes of Thursday, December 5, 2019

Margaret moved to accept the minutes with the following changes: spelling of CenTronics, State Aid and Guidelines repair...seconded by Nancy; approved by voice vote.

6:06pm Director's Report

Amanda presented the December Statistics. 33 new patrons with 1926 books circulated. There were 856 media circulated. 45 programs were offered, with 483 attendees. \$189,260 was saved by patrons on books, and \$23,056.80 on media. There were 730 hours of computer use, and 88 Study Room reservations.

Rich asked if Amanda could give us annual statistics, and the Trustees thought that would be a good idea. Amanda will present them at the next meeting.

Nancy moved that Amanda ask for 2 new full-time employees in FY '21, seconded by Mary, approved by voice vote.

The ZTE mobile hot spots have been purchased, and will arrive next month from Tech Soup. It will cost \$480 per year for data services. Amanda created a draft Policy for User Agreement. We reviewed and offered a few suggestions.

Peter has been approached by several patrons about access to Disney+ and about having Disney+ Days. We have a licensing agreement which includes Disney, but we are not sure if streaming service are included. Pete is waiting to hear back from Disney+.

Amanda will be on vacation from January 27 through January 31.

Rich keeps getting asked by the donor of the grandfather clock. He wants to know if it is working. It is not currently working.

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

6:30pm Staffing Proposal

Amanda spoke with Doug and he spoke with the Town Attorney who said we can't have part-time employees with over 19 hours without offering benefits. In order to increase open hour, we need to add at least 2 part-time staff for just under \$30,000. That money would come from state aid. Amanda would prefer to have another full-time employee at 35 hours and a 19 hour part-timer.

6:38pm Warrants and Financial Reports

\$3944.84 is the first Warrant. Plymouth Rocket had to be paid for \$425 for annual fee. The second Warrant is \$4030.50.

The Paint Night is coming up soon, Amanda reported.

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

The Wiggles and Giggles class is going well. The presenter was paid \$75.00 per class, Amanda said.

6:46pm Update from Friends

Tabled

6:47pm Trustees' Mission Statement

The Mission of the Trustees of the Gladys E. Kelly Public Library is to be stewards for its future, on behalf of the community of Webster, through effective management of financial oversight and policy development.

Mary moved to accept the Trustees' Mission Statement as read, seconded by Margaret; approved by voice vote.

6:56pm Sample policies: Gift Fund and Trust Funds

Amanda provided a rough draft. After some suggestions, Amanda will update for our future review.

7:08pm Adjournment

Nancy moved to adjourn, seconded by Margaret; approved by voice vote.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary L. Chabot". The signature is written in black ink and is positioned above the printed name and title.

Mary L. Chabot
Secretary