

3/5/2020
Board of Library Trustees
Gladys E. Kelly Public Library
2 Lake Street, Webster, MA

Local History Room

Agenda for Thursday, March 5, 2020

In attendance: Rena Klebart, President; Richard Franas, Vice-President; Nancy LaFramboise, Treasurer, Mary Chabot, Secretary; Amanda Grenier, Director. Margaret Lorencykova, Catherine Martin. Jean Travis arrived at 6:29.

6:00pm Meeting Called to Order
Pledge of Allegiance

6:05pm Approval of Minutes of Thursday, January 2, 2020

Rich moved accept the minutes as read, seconded by Margaret; approved by voice vote. Catherine and Jean abstained as they did not attend.

Approval of Minutes of Tuesday, January 14,
2020

Rich moved to accept the minutes with the change of “th” to “and,” seconded by Nancy; approved by voice vote. Margaret and Catherine abstained as they did not attend

Approval of Minutes of Thursday, February 6,
2020

Rich moved to accept the minutes, seconded by Margaret; approved by voice vote. Nancy and Mary abstained as they were not present.

6:15pm Director's Report

Amanda presented the February Statistics. 69 new patrons with 2,735 books circulated. There were 1,396 media circulated. 81 programs were offered, with 681 attendees. \$28,350.00 was saved by patrons on books, and \$35,006.80 on media. There was 880 hours of computer use, and 113 Study Room reservations.

Rich noted that many people really like to see the statistics.

The ceiling panels were attached with the incorrect clips. Ogden's Ells and M O'Conner have both evaluated the damage. They will evaluate the other ceiling panels fix the issue and it can take up to two months. Rena said that we should obtain a letter from them to claim the liability.

Amanda looked into the laminated table damages, and they will be repaired under the 5 year warranty. The childrens' tables have never arrived.

Evan will continue to update all the computers to Windows 10.

The Spring 2020 Newsletter is out and available! Amanda announced that we have a lot of great programs coming up, including the Friends Concert and Author series.

Rich asked about Disney+. Amanda has not heard back, but we do have license to show many movies.

Norma Borski has passed away, and her son stated that she really enjoyed and appreciated the library. He is asking for donations for the library.

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

6:26pm Warrants and Financial Reports

\$1060.94 was the electric bill from 1/17-2/14.

HB Communications contract is \$839 for the year. This is the technology in the meeting room.

The Amazon bill is \$177.

A number of the contracts that have been approved are now being paid.

The total of the Warrants for this month is \$18,431.95.

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

6:37pm Update on Budget Proposal

Amanda said she has been having budget proposal meetings. She made her requests to Tim and Doug, and they were happy with our requests. They did not indicate if the extra staff will be approved. They reviewed the maintenance contracts that the town will cover. She really pushed for the need for more staff. A full-time children's librarian will be a great addition.

Jean suggested that Amanda provide a copy of the newsletter for each Select-person and Courtney and Doug. We all thought it would be a good idea.

Amanda said that there were no warnings of the Coronavirus at the public library except for providing a link.

6:42pm Update from Friends

Tom met with Mike to get a quote on permanent lighting in the community room which would be paid for by the Malser Grant.

6:48pm Gift Fund and Trust Funds policy and procedures (1st

reading)

Rena asked if room rental goes into the gift fund and Amanda said yes.

Amanda will give a quarterly report of expenditures and balances.

Amanda told Tamara that she has to pay for the downstairs room rental as it is a business. She hasn't been charged for use of the upstairs rooms, and Amanda told her that she can't keep using the upstairs room. Amanda took out the art classes. Tamara has been leaving a mess behind such as supplies, and paint on the floor. Tamara hasn't responded to Amanda's attempt to contact her.

Margaret pointed out that overdue fees go to the town, but Amanda said room rental goes to the library.

After some discussion, another draft will be prepared for further review.

Mary presented information on the clock repair. We agreed to tell the donating family to take it back. Amanda will call them.

7:12pm Sample Job Evaluation

We need to review the sample Director job evaluation for the special meeting on March 12. The goal is to put one comprehensive job evaluation together.

7:20pm Adjournment

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

Mary L. Chabot
Secretary

Mary L. Chabot