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Gladyskellylibrary.org

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

Minutes for Thursday, April 1, 2021

In attendance: Rena Klebart, Chair, Mary Chabot, Secretary, Martina Koziak, Treasurer, Sue Buehler, Donna Becker, Evelyn Pappas who signed in at 6:10, and Sondra Murphy, Director.

6:04pm Meeting Called to Order
Pledge of Allegiance

6:05pm Approval of minutes: March 4, 2021

Tia moved that the minutes be accepted as read, seconded by Sue. All approved.

6:06pm Introductions

We each had a chance to share our names.

6:12pm Director's Report

Sondra provided a very detailed report, which she will post to the website. We all thought she did a great job. Donna asked that we look into getting a different email, perhaps from the town, to prevent the deleted email account from occurring again.

6:13pm Financial reports and warrants

Sondra didn't see any issues. Tia will coordinate with Peter to assure these are signed in a timely manner. Sondra noted there was no programming fund, and Rena told her the funds come from the Friends.

6:45pm State aid request

Rena asked Sondra how this works. Sondra said that she has to fill out several reports annually. The aid is based on several factors, including how many non-residents use the resources, employ a degreed Director, and library circulation. We must prove that we spend funds on our collection. The reports include the ARIS, and Sondra must submit an action plan at the beginning of the year. Sondra asked for \$635.99 for 3 selection journals annual subscriptions. This will help staff choose titles, rather than just accepting what is automatically shipped. Staff will be given a budget and be allowed to choose additions. Mary moved that the expenditure be approved, seconded by Tia. All approved.

6:47pm Bibliotemp proposal

Peter recommended we use this service for a 3-month temp to cover staff hours during Sondra's leave this summer. He offered to be acting director during her absence. Sondra will check with Tim regarding funding available.

6:50pm Library fines proposal

Sondra asked that we drop fines as many libraries do in MA. We have only accumulated \$87 this year. After some discussion, Tia made the following motion: valuable or rare materials will be designated by staff for in-house use

only. Materials borrowed must be returned, or patron must pay for replacement. Fines will not be collected. The motion was seconded by Donna. All approved.

7:02pm Director's priorities

Sondra will focus on several areas. She will do some housekeeping such as billing and financial organization, digital housekeeping and collection development that will involve the staff. Internal procedures such as scheduling staff and desk coverage, time off and vacation will also be developed. She will work on Spring/Summer programming.

7:16pm Collection Development policy 1st reading

Sondra will send the draft to staff for their input and forward to Trustees before the next meeting. We tabled discussion until May meeting.

7:35pm COVID update

We will discuss opening at the May meeting.

7:48pm Adjournment

Donna moved we adjourn, seconded by Sue. The vote was unanimous.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary L. Chabot".

Mary L. Chabot, Secretary