

Board of Library Trustees
Gladys E. Kelly Public Library
2 Lake Street, Webster, MA
Minutes for Thursday, May 6, 2021

In attendance: Rena Klebart, Chair, Mary Chabot, Secretary, Martina Koziak, Treasurer, Sue Buehler, Donna Becker, Evelyn Pappas, Jeanne Mikels, and Sondra Murphy, Director.

6:03pm Meeting Called to Order
Pledge of Allegiance

6:04pm Welcome members and election of officers
Each Board member had a chance to share a bit about themselves.
Sue, seconded by Tia nominated Rena for Chair. All voted yes.
Rena moved, seconded by Tia, nominated Donna as Vice Chair. All voted yes.
Mary was reelected Secretary, nominated by Tia, seconded by Donna. All voted yes.
Tia will remain Treasurer, nominated by Mary, seconded by Jeanne. All voted yes.

6:12pm Approval of minutes: April 1, 2021

Tia moved we accept minutes as written, seconded by Donna. All approved.

6:13pm Director's Report

WE reviewed the report submitted by Sondra, a comprehensive report on the activities of the past month. Each staff member submits a report on his/her section. We spent some time reviewing upcoming programs.

In order to prepare for her upcoming Parental Leave in early August, Sondra has been speaking to Staff to assess their needs, making attainable goals to ensure a smooth transition, and creating clear internal procedures and processes that Staff can follow in her absence. Staff has recommended that we hire a part-time BiblioTemps assistant, which is a great idea.

Leah made 30 spring-themed foxes. We will also have an aquarium to hatch baby chicks, and another display with spider eggs. Upcoming is also a Legos take home project, When finished the creations will be displayed.

Andrew expects the Summer Reading Program to start on Monday, the 28th of June and end on Friday, the 20th of August. The program itself should be more streamlined this year, so that less paperwork will be required. While we expect to be primarily using paper logs, Andrew is looking into the online reading log program called Beanstack, which the library could potentially use for programming year round, including for adults. Cynthia is writing letters for donation requests to send to various local establishments regarding prizes for kids reaching reading goals.

There were 10 new cards issued, 1,893 items circulated, saving residents \$27,100.

6:28pm Financial reports and warrants

We reviewed the trust funds balances. We will review the financial plan at a later meeting.

6:59pm Director's goals and action plan

7:03pm Strategic planning for libraries update

Sondra provided an action plan for the next few months, including items which have been completed. The action plan will be used for state grants which open 7/1/2021 for submission.

We discussed the Strategic Plan. Sondra will interview some independent consultants and we agreed we may benefit from assistance and guidance through the process.

7:16pm Staffing and leave coverage

Sondra researched a BiblioTemps to cover for her while on maternity leave, and found they were too expensive. She will search for a temp and will train for desk work, for 19 hours a week.

She will also meet with Doug on Tuesday to discuss staffing. She has three scenarios, and hopes to get 2 part-timers to work the

circulation desk at \$17.50/hour and one specialist part-time for \$19.00

7:29pm COVID update and reopening plans

Sondra said she has received guidance from the MBLC that we can stop quarantining materials and reopen access. They are not approving lounging. Starting May 17, we will keep the same hours, and allow browsing, use of study rooms and computers. Masks are required, and cleaning materials will be available throughout the library. There will be no indoor programs, and toys will not be available. There will be signs stating that using the library is at your own risk. This will continue through Sept. 7th.

Rena moved that we implement the plan, seconded by Jeanne. All approved.

7:46pm Adjournment

Sue moved we adjourn, seconded by Donna. The vote was unanimous. At this point, the plan is to hold an in-person board meeting.

Respectfully submitted,

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

Mary L. Chabot, Secretary