



Board of Library Trustees

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

Minutes for Thursday, April 13, 2023

In Attendance

Rena Klebart, Chair, Martina Koziak, Treasurer, Jeanne Mikels, Secretary, Mary Chabot, Evelyn Pappas and Sue Buehler present. Evan Hale, Assistant Director was also present.

Absent

Donna Becker, Vice Chair

Meeting Called to Order at 6:07PM

Approval of Minutes

Mary Chabot moved to accept the minutes of the March 9th, 2023 meeting as issued; Martina seconded. The motion passed unanimously.

Mary Chabot moved to accept the minutes of the April 6th, 2023 meeting as issued; Martina seconded. The motion passed unanimously.

Reports

Director's Report

The Malser Grant Application for the purchase of the Charlie Cart has been submitted. The Charlie Cart is a fully equipped, mobile kitchen cart to be used, among other opportunities, in conjunction with the Community Garden Project. Evan commented that project is moving right along as well. The staff continues to see a high number of patron requests for assistance with both Ready Reference and Computer Help.

Warrants and Financial Reports

Tia spoke about the Financial Reports, noting the 5-week month of March bumped our YTD spend to 73.1% although we're about 66% through the year. The numbers should straighten out as we approach fiscal year end.

Friends' Report

Sue reported that Bites, Books & Blooms on April 27th from 6pm – 8pm would be featuring many local restaurants offering samples. Randa's Cookbook Club has doubled in size and the Volunteer Appreciation Luncheon has been moved to Friday, May 5th at noon. While the Friends were discussing the recent presentation by the supporters of the Memory Café, the question arose "what is a Library Program?". This will be added to the next Trustees' Agenda.

Unfinished Business

Budget Update

We had asked the Town for a Budget increase in the Part Time Clerk Budget Line, but it was refused. It has now been added to the Town Administrator's FY24 Requested Budget.

Strategic Planning

Rena reported that all focus group and survey data has been collected and the Committee is currently assembling library and community profile information including average income, languages spoken, and the percentage of private school students (Webster resident students attending any school outside of Webster, excluding School Choice students). The Committee's goal is to have the entire Strategic Plan finished and approved by the full Board of Trustees by the end of this summer.

Bartholomew Trust Accounts

Current figures were just received, but Martina has not yet had an opportunity to review them. However, the specific accounts to be used for the repair/replacement of the Community Room Projector have been identified: the Douglas & Doris Stockdale and Ellen & Emilio DeDonato accounts will be spent in full while the balance of the bill will be spent from the Josephine Stillman Kemp account.

A question was raised about potentially using the Bartholomew Trust Account to fund Professional Development for the Staff. Following a brief discussion, Mary moved "to utilize Stata Aid to fund Professional Development"; Martina seconded the motion. The vote of approval was unanimous.

New Business

Emergency Support Supplies / Equipment

The battery in the defibrillator located on the first floor is completely dead, rendering the machine inoperable. Repeated attempts to obtain a replacement battery have been unsuccessful because every supplier has them "on back-order" with no estimated time of arrival. Evan has reached out to the Town Administrator about checking with the Police and/or Fire Chief to see if they can help locate one.

Generator

The Fire Chief thought he had a spare generator that he wanted to give to the Library, but that didn't work out. At his request, the Town Warrant now includes \$350,000 for one, based on quotes obtained by the Town Administrator. However, it seems unlikely that will be approved.

Martina moved to adjourn; Mary seconded. The vote in favor was unanimous and the meeting adjourned at 7:28PM.

Respectfully submitted,

Jeanne Mikels, Secretary

Exhibits (to be posted on the Library Website)

Director's Report

Financial Reports

Approved: May 11, 2023