



2 Lake Street
Webster, MA 01570
Phone: 508.949.3880
Gladyskellylibrary.org

Board of Library Trustees

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

Draft Minutes for Thursday, August 5, 2021 6:00pm

In attendance: Rena Klebart, Chair, Donna Becker, Vice Chair, Mary Chabot, Secretary, Evelyn Pappas, Jeanne Mikels, and Sondra Murphy, Director. Also in attendance was Evan Hale. Martina Koziak, Treasurer, and Sue Buehler were unable to attend.

6:01 pm Meeting Called to Order

Pledge of Allegiance

Approval of minutes: July 8, 2021

6:03 Jeanne moved to accept the Minutes, seconded by Evelyn. All approved.

6:05 Reports

Director's report

~~Filed~~ Reviewed

Financial reports and warrants

Tabled

Friends' report

Tabled

Statistics

~~Filed~~ Reviewed

Unfinished business

6:17 Collection development policy 2nd reading

Staff and director to review and will submit form for
Reconsideration of materials

6:21 Strategic planning

Discussion regarding timing and reasons for preparing a
Strategic Plan.

New business

7:03 COVID update, mask recommendation

Jeanne moved to that when activities are inside the library
masks will continue to be required for children under 12
and the library will continue to follow the lead set by the
public schools, seconded by Mary. All approved.

7:12 Re-opening hours

Jeanne moved to accept the expanded hours as proposed,
starting Sept. 11, 2021, seconded by Mary. All approved.

7:14 Bylaw review

Board to review Section 2, Section V and V!

7:23 Adjournment

Jeanne moved to adjourn, seconded by Mary. All agreed.

Respectfully submitted,



Mary L. Chabot, Secretary



Director's Report - July 2021

Director's Update:

Maternity Leave Preparation:

This month I was able to train Evan Hale, Circulation Manager, to assume the Acting Director responsibilities during my upcoming leave. He has been trained on payroll, scheduling, and turnover. He has access to my email address and will check it often. We have planned for him and the Assistant Director to meet with the Trustee Chair once a week in my absence. I plan on taking mostly unpaid leave for the duration (12 weeks) of my leave. The Town Administrator has allowed me to be compensated for any time I work from home.

New Staff:

This month we hired two new staff members! Meg Koeller is a temporary part-time Circulation Assistant who will be here throughout my leave. Emily Z. will start in August as the part-time Children's Assistant. Many thanks to the Staff who offered to be on the hiring committees!

Financial:

Fiscal Year 2021 has officially closed. Encumbrances for this year are as follows:

- \$3,000 - Solar/Electricity
 - \$4,808.64 - American Alarm, for the installation of new cameras
 - \$4,606.28 - Baker & Taylor (from FY20)
 - \$367.11 - DEMCO Library supplies (DVD cases, etc)
- Total: \$12,782.03**

Leftover funds from this year's budget came to: \$4,500.27. This will be returned to the General Fund. We begin the new Fiscal Year (FY2022) with \$438,500.

Building Updates:

- During an intense rainstorm, there was a leak in the roof which caused water to spill into the Children's Room. The installer's warranty (JD Rivet) has expired, but not the manufacturer's (Carlisle). Carlisle was contacted to connect with JD Rivet to make the repairs. The appointment is not yet set. The ceiling will have to be patched, which Louis can do.

- The annual elevator inspection occurred on 7/21. The elevator passed.
- The annual fire extinguisher inspection occurred on 7/22 without any issues.
- There was a leak in a condensate drain which needed repair. This work was completed on 7/20.
- Most significantly, American Alarm came to install the new cameras in the building. While working on the installation, one of the employees punctured a Freon pipe while drilling into the wall. The Fire Chief recommended that the building be evacuated and shut down for two days, as the gas is extremely flammable. Renaud was here making repairs for a total of four days. American Alarm accepts full responsibility and the bill will be sent to them.

Children's and Young Adult Report

Program Highlights:

Touch-a-Truck: This event was coordinated by Sondra and hosted in conjunction with the other Town Departments. There were several vehicles parked in the Town Hall Parking lot and children were able to climb them, sit in the driver's seat, and beep their horns! The Police, Fire, EMS, were all represented, as was a local cement company. The Library Friends came and handed out water and collaborated with the Recreation Department to hand out bags of popcorn. In total, over **325** people came to this wonderful event!

Animal Adventures: Two representatives from Animal Adventures came to present several animals to the families as well as talk about their environments and habits. The children were allowed to pet the animals if they so wished. In total, **65** people came to this event.

Ed the Wizard: Ed the Wizard came to do a workshop where he showed families how to make various balloon animals. In total, **37** people attended this event.

Mass Pirates: A few members of the Massachusetts Pirates football team visited to perform a storytime for the kids. In total, **15** people attended this event.

Paper Heart Puppets: Puppeteer Brad Schur performed a puppet show with the help of child volunteers and even a couple adult volunteers. In total, **56** people came to this event.

Summer Eats: Ellen Nylen, Food Services Director of the Webster Public Schools, brings lunches to the library hand out to children and teens with the help of a volunteer. They have done this every Tuesday and Thursday in July. The number of lunches taken has varied but they have averaged approximately 10 meals each day for a total of **80**.

Wiggles and Giggles: Local performer Laine Hanlon does songs and dances with young children, with plenty of audience participation. She has done three performances in July, with a total attendance of **42** people for the first performance, **38** for the second, and **47** for the third.

Summer Reading Update:

Sign-ups: So far, **121** children between ages 1 and 18 years have signed up for the Summer Reading Program and have been logging their reading either regularly or semi-regularly.

Monthly Take and Make Craft:

Leah made and distributed 40 take-and-make paper crafts this month. The craft was a pink paper parrot, and the kit included 13 paper pieces and a visual instruction guide that, like usual, contained a brief message to the kids filled with cute puns (“A’parrot’ly, our last monthly craft was super popular!”). As usual, the craft was very popular. Half of the kits were taken on the first day they were set out.

Adult Services Report

Adult Program Highlights:

Movie on the Lawn: Spaceballs - For our first movie on the lawn, we had only 4 attendees. The Friends came and made popcorn, but they were sent home early due to low attendance. There was a concert in Town which was moved to the same night as our movie due to weather, which may have had an effect on attendance. We are hoping for cooler weather and a larger crowd for our August showing of Men in Black!

Circulation Report

Lobby Displays:

Due to a large number of new Adult Non-Fiction we are adding to the collection, we have repositioned our new books and our display shelf. We will begin using one half of the display shelf for new Non-Fiction, and New Fiction will encompass one half of the new books shelf as well. This will give us the ability to highlight more of the new material, and will make it easier for us to shelve the new materials and for our patrons to browse the material.

Leah and Sondra have created 3 displays to highlight new additions to our non-fiction collection, as well as highlight summer activities. Leah has put together two displays, one highlighting the new technology books we have added to our collection, and one highlighting some of our Yoga and wellness books. Sondra and Peter created a display with some new cookbooks that we have recently added to our collection as well.

Technology:

Evan has been continuing to work on the transition to the LPTOne print service. The process has been much more difficult than anticipated due to the way our current printer is set up. Because of this, we have contacted NECS, the company that services our printer to send out a technician to try and help with the process. Once this technician arrives, we will be able to finally begin utilizing this software.

On top of this, we have reopened all of the patron computers, so we are at full capacity in the Adult, Childrens and Young Adult areas. We will also receive 5 additional WiFi Hotspots on the way from the Massachusetts Board of Library Commissioners, however the shipment was

delayed due to a train derailment. We should have the hotspots by the end of the month, or early next month.

Circulation:

Megan Koeller has started her position as Circulation Assistant, and has been doing an excellent job. She has displayed great customer service skills, and a desire to learn as much as she can regarding circulation and other aspects of the library. She will be an excellent addition to the team during Sondra’s absence.

Our circulation numbers continue to increase as more people return to the library, and programming is ramping up. Considering the Fourth of July holiday, as well as our unexpected closure due to the accident with American Alarm, we have already surpassed our circulation numbers from June. This increased usage has been apparent due to how busy the library has been, especially in the morning.

Library Statistics

Building Use Statistics	July 2021	June 2021
Number of Adult Programs	6	9
Adult Program Attendance	18	40
Number of Children’s Programs	18	7
Children’s Program Attendance	708	184
Number of Teen Programs	-	-
Teen Program Attendance	-	-
Computer Use	211	163
Study Room Use	25	27
WiFi Sessions	434	390
Circulation Statistics		
Library Cards Created	25	23
Materials Circulated	2,701	2,370
Dollars Saved by Patrons	\$42,706	\$36,318

***Make and Take Programs and Monthly Craft included in these figures.**

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TOWN OF WEBSTER, MA
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 01

ACCOUNTS FOR: 0001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>00610320 LIBRARY FEES</u>							
<u>00610320 432004 FEES - COPIES</u>	0	0	0	-275.00	.00	275.00	100.0%
TOTAL LIBRARY FEES	0	0	0	-275.00	.00	275.00	100.0%
<u>00610770 LIBRARY FINES</u>							
<u>00610770 477003 LIBRARY FINES</u>	0	0	0	-20.00	.00	20.00	100.0%
TOTAL LIBRARY FINES	0	0	0	-20.00	.00	20.00	100.0%
<u>0161051 LIBRARY SALARIES</u>							
<u>0161051 511002 DIRECTOR</u>	65,000	0	65,000	4,799.92	.00	60,200.08	7.4%
<u>0161051 511018 ADULT SERVICES</u>	54,250	0	54,250	3,563.10	.00	50,686.90	6.6%
<u>0161051 511019 CHILDREN SERVICE</u>	49,325	0	49,325	3,239.66	.00	46,085.34	6.6%
<u>0161051 511022 CUSTODIAN</u>	52,870	0	52,870	3,443.52	.00	49,426.48	6.5%
<u>0161051 511054 SENIOR CLERK</u>	45,255	0	45,255	2,984.61	.00	42,270.39	6.6%
<u>0161051 511056 PART TIME CLERK</u>	25,000	0	25,000	818.40	.00	24,181.60	3.3%
<u>0161051 513000 REGULAR OVERTIME</u>	3,000	0	3,000	.00	.00	3,000.00	.0%
<u>0161051 575001 MEALS & FOOD</u>	150	0	150	.00	.00	150.00	.0%
TOTAL LIBRARY SALARIES	294,850	0	294,850	18,849.21	.00	276,000.79	6.4%
<u>0161052 LIBRARY EXPENSES</u>							
<u>0161052 521001 ELECTRICITY</u>	20,000	0	20,000	.00	.00	20,000.00	.0%
<u>0161052 521003 HEATING FUEL</u>	8,000	0	8,000	.00	.00	8,000.00	.0%
<u>0161052 524001 BUILDING & GROUN</u>	23,000	0	23,000	603.61	.00	22,396.39	2.6%
<u>0161052 530012 DATA PROCESSING</u>	20,000	0	20,000	16,480.20	.00	3,519.80	82.4%
<u>0161052 534005 PRINTING & COPYI</u>	0	0	0	221.00	.00	-221.00	100.0%
<u>0161052 558000 SUPPLIES</u>	0	0	0	71.98	.00	-71.98	100.0%
<u>0161052 558007 LIBRARY MATERIAL</u>	65,000	0	65,000	3,374.36	.00	61,625.64	5.2%
<u>0161052 570000 OTHER CHARGES &</u>	7,500	0	7,500	328.14	.00	7,171.86	4.4%
<u>0161052 571000 TRAVEL</u>	150	0	150	.00	.00	150.00	.0%
TOTAL LIBRARY EXPENSES	143,650	0	143,650	21,079.29	.00	122,570.71	14.7%

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TOWN OF WEBSTER, MA
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 01

ACCOUNTS FOR: 0001	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL GENERAL FUND		438,500	0	438,500	39,633.50	.00	398,866.50	9.0%
	TOTAL REVENUES	0	0	0	-295.00	.00	295.00	
	TOTAL EXPENSES	438,500	0	438,500	39,928.50	.00	398,571.50	

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TOWN OF WEBSTER, MA
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	438,500	0	438,500	39,633.50	.00	398,866.50	9.0%

** END OF REPORT - Generated by Peter Arsenault **