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Gladyskellylibrary.org

Board of Library Trustees

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

Draft Minutes for Thursday, September 2, 2021 6:00pm

In attendance: Rena Klebart, Chair, Donna Becker, Vice Chair, Mary Chabot, Secretary, Jeanne Mikels, Sue Buehler and Evan Hale, Acting Director. Also in attendance was Evan Hale. Martina Koziak, Treasurer, arrived at 6:10. Evelyn Pappas was unable to attend. Our guest speaker was Greg Pronevitz to speak about Strategic Planning.

6:01 Meeting Called to Order

Pledge of Allegiance

6:02 Strategic planning consultant: Greg Pronevitz

Greg went through the basic outline of how to create a Strategic Plan, the steps, and who should/needs to be involved. This was a very informative session with Greg, who has been writing Strategic Plans for 20 years. We discussed the outline and are to review the materials he provided and start planning to plan.

7:10 Approval of minutes: August 5, 2021

Jeanne moved to accept the Minutes, seconded by Tia. All approved. Tia and Sue were not voting as they had missed the meeting.

7:12 Reports

Director's report

A concern was raised about the use of the library parking lot by non-patrons.
Rena will address with interim town administrator

Concern about the classification process which does not take into consideration education but does reward longevity. Rena will address with Personnel Advisory Board and inquire about the role Trustees can play during the reclassification process.

Reviewed and filed on the library website

Financial reports and warrants

Discussion regarding the line item movement of budget monies by the library director, which is standard operating procedure. The Trustees would like to be informed of any line item movement and to be able to discuss and approve the transfer.

Reviewed and filed on the library website

Friends' report

The annual meeting will be held on September 15 at which officers will be elected, and a speaker from Library Land to talk about how we became the #1 library in the state. ~~They will also discuss memorials for Amanda and Nancy.~~

The Board of Directors have discussed ways to recognize both Amanda and Nancy and their contributions to the library.

We asked if they can share minutes and financial reports with the Trustees on an ongoing basis

7:46 Unfinished business

Collection development policy and request for reconsideration form; final reading. Agreed that instructions will be added to the Reconsideration form and that both the Reconsideration form and a form for Consideration for New Materials be included in the library website.

Tia moved to accept the documents, seconded by Jeanne. All approved.

7:56 New business

COVID update

We will continue following the state ~~mandates~~, guidelines which request ~~that all patrons wear masks when indoors at the library~~ and children must continue to wear masks indoors in the children's rooms. We will start our expanded hours on September 11.

Gift/donation request

We discussed our policies for accepting gifts briefly.

7:59 Adjournment

Sue moved to adjourn, seconded by Jeanne. All approved. Next month will be a ZOOM meeting.

Respectfully submitted,

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

Mary L. Chabot, Secretary



Director's Report - August 2021

Director's Update:

Acting Director:

This month I took over as Acting Director. I officially began working above classification on Monday, August 2nd. Sondra did a very good job preparing me for the responsibilities I have during these few months, and she was very accessible via text message and email over the first two weeks in which I took over the responsibilities. Rena, Sue Buehler and Pat Nectow have also been very good resources with questions about decision making and contact with the Friends of the Library. I will begin receiving a stipend of \$2.00 per hour beginning 30 days after the date I began working out of classification, retroactive to August 2nd.

Building Updates:

Renaud HVAC fixed an issue where a fan blade on one of the AC compressors broke. This had caused the AC in the half of the building where the meeting rooms, community room, and periodicals are located to not have direct AC. Fortunately, the other half of the building still had AC, so we were able to keep most of those rooms somewhat comfortable during that time.

A portable stage ordered by the Friends of the Library was delivered. Louis will store it in the Community Room in the closet under the stairs.

ARIS and Financial Reports:

The annual ARIS Report that is required by the Massachusetts Board of Library Commissioners was submitted on August 23rd. This report was mostly completed by Sondra, with Peter, Evan and Andrew all contributing statistics to help complete it.

The Financial Report also opened for editing this August 9th. This Report will not be due until October 1st. Sondra collected a lot of the data that will need to be entered into this report prior to her leave. Some of the other aspects required contacting Timothy Bell, the town accountant. He has been very helpful, and contacted representatives from the Mass Board of Library Commissioners to obtain some clarification about a few of the line items. I will hopefully be able to discuss this report with Sondra over the month of September to ensure we are inputting the correct information.

New Staff:

Emily Z. started work on Wednesday, August 11th. She was hired for the position of Children's Assistant, and will mainly work on Children's programming. She already has plans for a weekly storytime, probably on Wednesday mornings at 10AM, as well as a STEAM program that she developed at a previous job, which will happen Thursday afternoons, probably around 3:30PM. She will fill out a Program Proposal Form for the Friends in order to procure some materials she

will need for this program. Overall, she has done a great job, and will be an excellent addition to the team.

Children's and Young Adult Report

Program Highlights:

Scott Jameson: Scott Jameson performed magic tricks and juggling acts for the families. A total of **54** 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, **12** people attended 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 did this on the first Tuesday and Thursday of August. There were a total of **20** lunches taken.

Wiggles and Giggles: Local performer Laine Hanlon does songs and dances with young children, with plenty of audience participation. She did two performances in August, with a total attendance of **32** people for the first performance, and **31** for the second.

Summer Reading Program Raffle: Andrew held a raffle for the kids and teens who participated in the Summer Reading Program. The participants accumulated raffle tickets with the hours that they had read and turned them back in for the chance to win one of various prizes. Though being present during the raffle was not necessary to win anything, a total of **12** people attended.

Displays:

Leah (with the help of our new hire, Emily!) crafted a new Young Adult book display in the YA room that features book recommendations based on zodiac signs. Constellations that correspond to each zodiac sign were made using paper and our Silhouette Cameo machine. Recommendations were handpicked by staff depending on well-known beliefs and tropes about each sign.

Summer Reading Update:

In total **136** children between ages 1 and 18 years signed up for the Summer Reading Program and had their reading either regularly or semi-regularly.

Monthly Take and Make Craft:

This month, Leah's paper take and make craft was a "pair of poppin' popsicle pals." Each packet contained paper pieces to construct two separate colorful popsicles with cute faces, as well as visual instructions and a pun-filled letter to our patrons. 40 craft packets were distributed throughout the second week of August.

Adult Services Report

Adult Program Highlights:

We had a strong showing of support for our Adult Summer Reading program, with 69 people signed up by the end. Unfortunately, due to weather and illness, our Movie Night had to be cancelled. The Dungeons and Dragons group is going well, all 6 participants are enjoying learning the game!

Our microfilm reels have been returned from Advantage Archives, and the database is live as well at <https://websterMA.advantage-preservation.com>.

Social Media Update:

Our social media accounts (Instagram and Facebook) continue to grow steadily. As of August 23rd, our Instagram account has gained 16 followers in the last month (a 1.4% gain), which leaves the account totalling 757. The account is used primarily to highlight resources at the library, as well as displays, programming, and various library happenings. Our Facebook account (878 followers) gets regular engagement from patrons. Patrons will often “share” our posts about upcoming programs with their friends or they will “tag” other people in them, which increases our promotional reach. We are consistently posting about upcoming events and programs on both accounts, and we believe this contributes to increased program attendance, as well as interest in the library in general.

Circulation Report

Technology:

Evan met with a representative from Conway, a printing servicer that is used by the Town Hall, but also has much more experience working in Libraries than our current servicer, NECS. Unfortunately, we were unclear about the parameters of the service contract Amanda had signed with NECS. We thought the contract was a three year service contract, which is a typical length, however the contract that was signed was 5 years. As such, we are still under contract with NECS until 2023. Greg Robert, the Town’s IT manager, mentioned we may be able to leave the contract early if we have sufficient reason, but I want to wait until Sondra returns before we move forward with a decision like that.

The Library has also received 5 additional Wifi Hotspots through a program created by the Massachusetts Board of Library Commissioners. Through this program we received one free year of service for these additional HotSpots. After the first year, we will have to pay for the service, but as these are very popular devices, it will allow us to ensure more patrons have access to them throughout the year.

Meg Koeller has also enabled Google Analytics on our website. These statistics will allow us to get a better understanding of how many people are visiting our site, where they are visiting from, which pages they are visiting the most, and whether they were linked to our website from another site, such as Facebook, or the town’s website. Besides Google Analytics, she has updated many of the plugins on the website which were outdated, and has created several backups for the site in case something goes wrong and we need to revert to a previous version.

Circulation:

Library usage has been fairly consistent through the month of August. The Delta Variant of COVID is potentially making people a little more hesitant about coming into the building, and I have noticed increased mask usage by patrons over the last few weeks.

Library Statistics

Building Use Statistics	August 2021	July 2021
Number of Adult Programs	6	9
Adult Program Attendance	18	40
Number of Children's Programs	7	18
Children's Program Attendance	161	708
Number of Teen Programs	-	-
Teen Program Attendance	-	-
Computer Use	334	211
Study Room Use	36	25
WiFi Sessions	527	434
Circulation Statistics		
Library Cards Created	30	25
Materials Circulated	2,838	2,701
Dollars Saved by Patrons	\$39,402	\$42,706

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

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TOWN OF WEBSTER, MA
YEAR-TO-DATE BUDGET REPORT AUG 21

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FOR 2022 02

ACCOUNTS FOR: 0001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>0161051 LIBRARY SALARIES</u>							
<u>0161051 511002 DIRECTOR</u>	65,000	0	65,000	9,334.16	.00	55,665.84	14.4%
<u>0161051 511018 ADULT SERVICES</u>	54,250	0	54,250	7,720.06	.00	46,529.94	14.2%
<u>0161051 511019 CHILDREN SERVICE</u>	49,325	0	49,325	7,019.26	.00	42,305.74	14.2%
<u>0161051 511022 CUSTODIAN</u>	52,870	0	52,870	7,494.72	.00	45,375.28	14.2%
<u>0161051 511054 SENIOR CLERK</u>	45,255	0	45,255	6,452.21	.00	38,802.79	14.3%
<u>0161051 511056 PART TIME CLERK</u>	25,000	0	25,000	2,904.00	.00	22,096.00	11.6%
<u>0161051 513000 REGULAR OVERTIME</u>	3,000	0	3,000	151.92	.00	2,848.08	5.1%
<u>0161051 575001 MEALS & FOOD</u>	150	0	150	.00	.00	150.00	.0%
TOTAL LIBRARY SALARIES	294,850	0	294,850	41,076.33	.00	253,773.67	13.9%
<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	685.94	.00	7,314.06	8.6%
<u>0161052 524001 BUILDING & GROUN</u>	23,000	0	23,000	1,606.63	.00	21,393.37	7.0%
<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	1,300.00	.00	-1,300.00	100.0%
<u>0161052 558000 SUPPLIES</u>	0	0	0	1,113.00	.00	-1,113.00	100.0%
<u>0161052 558007 LIBRARY MATERIAL</u>	65,000	0	65,000	7,031.23	.00	57,968.77	10.8%
<u>0161052 570000 OTHER CHARGES &</u>	7,500	0	7,500	443.12	.00	7,056.88	5.9%
<u>0161052 571000 TRAVEL</u>	150	0	150	.00	.00	150.00	.0%
TOTAL LIBRARY EXPENSES	143,650	0	143,650	28,660.12	.00	114,989.88	20.0%
TOTAL GENERAL FUND	438,500	0	438,500	69,736.45	.00	368,763.55	15.9%
TOTAL EXPENSES	438,500	0	438,500	69,736.45	.00	368,763.55	

08/31/2021 09:11
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TOWN OF WEBSTER, MA
YEAR-TO-DATE BUDGET REPORT AUG 21

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FOR 2022 02

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	438,500	0	438,500	69,736.45	.00	368,763.55	15.9%

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