



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

Minutes for Thursday, December 2, 2021 6:00pm

In attendance: Rena Klebart, Chair, Donna Becker, Vice Chair, Martina Koziak, Treasurer, joined at 6:11, Mary Chabot, Secretary, Jeanne Mikels, and Sondra Murphy, Director. Absent were Sue Buehler and Evelyn Pappas.

6:00 Meeting Called to Order
Pledge of Allegiance

6:03 Approval of minutes: November 4, 2021
Mary moved that we approve the minutes, seconded by Jeanne. All approved.

Reports

6:04 Director's report
On file at the Library

6:11 Financial reports and warrants
On file at the Library
Tia discussed encumbrances and reviewed the financial reports. She asked that we start thinking about FY 2022, and where we want to improve services based on funding.

6:29 Friends' report
Rena reported that \$16,215 has been raised for the "One Book, One Community" program - \$3500 from the Friends, \$8500 from the Malser Trust, and \$4215 from the Webster Cultural Council.

Unfinished business

6:23 Strategic planning; existing plans
Rena received the latest version of the Strategic Plan from the MBLC, which was essentially the same as the prior report. Tia said we need to figure out how to successfully distribute and collect questionnaires from the patrons and not yet patrons.

6:28 Security update

New business

- 6:32 Policy review 1st reading: Computer and Internet Use
Rena asked that we review and send questions to Sondra and error corrections to Rena. We will vote next meeting.
- 6:37 Budget process and Board priorities
We can expect roughly 2% cost of living increase in funding from the Town. 68% of the budget is typically for salaries. We talked about adjusting titles and positions to reflect actual work done. Also discussed was the use of state aid vs town funds for salaries. Tia asked Sondra to make a wish list. Sondra will update existing job descriptions and will meet with the Personnel Advisory Board and with the union representative to discuss.
- 6:58 Holiday Hours
Discussion about Holiday Hours was brief. The union contract calls for 1.5 days each for Christmas and New Year's. Town Hall is closing for a half day Thursday, December 23rd and December 30th, and all day Friday the 24th and 31st. The actual holidays are on Saturday so everything will be closed for the weekend. Mary moved the Library match the Town Hall hours, seconded by Jeanne. All approved.
- 7:08 Adjournment
Tia moved we adjourn, seconded by Jeanne. All approved. Our next meeting will be January 6, 2022 via Zoom.

Respectfully submitted,

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

Mary L. Chabot, Secretary



Director's Report - December 2021

Director's Update:

The program committees met weekly this month to finalize programming through May. Beginning January, we will offer a children's program almost daily as well as one large performance/event a month for families. In January we are offering a series of "Armchair Travel" talks for Adults. A press release was printed in the newspaper explaining our annual programming theme of "What Unites Us." The quarterly newsletter will be printed in January. We've also started printing a monthly calendar of events with both Adult and Children's programs that patrons can take home and hang on their fridge.

In December the Library collaborated with the Health Department to distribute Covid at-home test kits to Webster residents. The line wrapped around the building on that morning as residents were eager to receive two boxes of tests. We were happy to be a distribution location, and heard from many people that they had never been in the Library building before!

A 2020 invoice from Plymouth Rocket, the company who provides our TixKeeper software for museum passes, was sent to us. Normally this might be an issue, but we had funds from the FY2020 encumbrance that Tim Bell allowed us to use. The invoice was for \$425 to cover the annual fee for the software.

A patron counter was purchased and installed at the entrance. The patron counter was purchased with funds from last year's encumbrance. This month's patron count was about 2,800, with a couple notable spikes in attendance:

- Covid Test Day - 1126 patrons (normal day usually between 100-450)
- Other spikes - 129 and 104 on two of the Winter Food Crafts days.
- The consistently busiest time of day is between 3 - 5PM.

We will continue to track patron visits and highlight any interesting spikes.

This month I initiated a large weeding project for the Children's Room. We are weeding picture books heavily, focusing on replacing must-haves and updating the collection. We are using the Malser Grant funds for this project. I also selected and created a few kits for children focusing on imaginative play— veterinarian, doctor, play food, and a tummy

time kit for babies. We are working on cataloging these and will advertise them when they are finished. Last year's Malser funds were used to purchase these kits.

The Children's Department received a large donation of about \$1,700 in honor of a former Children's Librarian who passed away. We recently used \$435 of those funds to purchase quality endcap display units for the Children's Room shelves. They are currently displaying Holiday books, but this display will change regularly.

Building Maintenance:

- American Alarm cameras to be installed January 10th
- Otis Elevator, still waiting on a revised annual contract. Manager has been contacted.

Children's and Young Adult Report

Program Highlights:

Our Fall Reading Program ended December 20. There were **52** new reader registrations and **31** active readers (readers who logged hours during the challenge). A total of **201** badges were earned, **7** children completed 10 hours of reading, **12** book reviews were written, and a total of **8,502** minutes were spent reading. **11** book prizes were collected (unless others were not marked in the system at time of pick up).

There have been four drop-in-paint sessions with a total of **33** participants. There have been four lego club sessions with a total of **20** participants. There have been four storytimes with a total of **58** participants. There have been four Winter Food Craft events with a total of **189** participants. A Nooney's Eve event included **14** participants.

Displays:

We have continued to display Lego creations in one of the display cases.

Collection Maintenance:

We have begun an overhaul of the Picture Book collection by weeding for circulation, condition, and age. A "Core Collection" list for reorder has been started including classics and recent releases. The Board Books have been weeded for age and condition and new books have already been ordered. The Parenting section was also fully weeded.

Adult Services Report

Adult Program Highlights:

This month we had our always successful Paint Night with Jean Walker, which had 24 attendees total, all of whom enjoyed themselves and were very excited to have another soon. Our holiday movie was *White Christmas*, for which we had 1 attendee. Given the lack of interest, we will be shelving the monthly movies for the time being, which will give us more freedom in scheduling other events, like the Armchair Travel Series next month.

Next month's major programs will be the Armchair Travel Series, weekly on Thursday evenings. The first presentation will be *Tales of a Reluctant World Traveler*, followed by two nature-focused presentations on trips to Southern Belize and New Zealand. The final event, *Thru-Hiking the Appalachian Trail*, has been postponed by the presenter due to Covid. We will also again be offering Yoga classes Saturday mornings, starting in January and running through the end of March.

The Dungeons and Dragons Beginners' group has very nearly wrapped up their campaign, and Peter is working on preparations for the next group which will be focused more on roleplaying with an aim for more experienced players. The start date for this next group has not yet been decided.

Circulation Report

Technology:

We are attempting to set up the computer upstairs in the Children's Room to have access to the security camera feeds. This will allow the person working in the Children's Room to have a greater ability to monitor the Young Adult Room, and areas of the Children's Room that aren't easily visible from the desk. We are waiting on some information from Greg regarding the camera software we use, as we will need to update our account to allow additional simultaneous logins. Greg will bring us a quote from American Alarm with this information.

Circulation:

We have been continuing our book weeding projects. Meg is diligently working on the Fiction section. This is a long process, but we are slowly making our way through. She has also been deleting items from the catalog that are missing, or have been lost for longer than 2 years.

We have also added a link to the website regarding the new C/WMars ecard that was recently implemented. Patrons without library cards are able to sign up for the ecard, and gain access to Libby, which is C/WMars ebook app, as well as access to some of

our online databases. This card does not grant patrons access to the physical collection, or to Hoopla. If a patron would like to get a physical library card after signing up for the ecard, they can come into the library with a proof of address, and we can change their account from an ecard account to a regular account with full permissions.

Lobby Displays:

Leah will be creating a travel themed display to coincide with our Armchair Travel Series programs in January. This display features a book by an author who will be doing a presentation at the library, as well as other books within our collection that highlight travel, and travel prep.

Library Statistics

Building Use Statistics	December 2021	November 2021
Patron Count	(As of 12/3) 5370	n/a
Number of Adult Programs	8	10
Adult Program Attendance	47	81 (includes concert)
Number of Children’s Programs	20	18
Children’s Program Attendance	314 (Minus LEGO & Paint Night)	211
Number of Teen Programs	-	-
Teen Program Attendance	-	-
Computer Use	434	389
Study Room Use	89	110
WiFi Sessions	589	630
Circulation Statistics		
Library Cards Created	23	26
Materials Circulated	2,678	3,328
Dollars Saved by Patrons	\$36,301	\$46,736

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