



GLADYS E. KELLY  
PUBLIC LIBRARY

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, November 4, 2021 6:00pm

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

6:00 Meeting Called to Order

Pledge of Allegiance

On behalf of the Board, Rena offered heart-felt thanks to Evan for stepping in during Sondra's leave. He certainly stood up to expectations. His efforts were very much appreciated.

Approval of minutes: October 7, 2021

Jeanne moved that we revise the minutes to reflect the fact that the October 14<sup>th</sup> warrant approval had not happened, seconded by Mary. After some discussion, Jeanne removed her motion. Jeanne moved to accept the minutes as read, seconded by ~~Donna Evelyn~~. All approved.

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### Reports

~~6:09:09~~ Director's report

After reviewing the report ~~, thanks and extending additional appreciation to~~ Evan, Sue noted the lack of YA programs. Evan and Rena said that Matt, a public school teacher has been talking with them about YA programming. Sondra said that, without a ~~Youth Young Adult~~ Librarian, it is difficult to put together YA programs. She is focusing on Children's activities now, and will then shift focus to Young Adult/~~Youth~~ programming. Report filed.

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6:18 Financial reports and warrants

Tia presented the financial reports and Bartholomew funds. She explained there is sometimes a lag in getting month-end information in time for our meeting. She explained that the Friends' annual payment to the Town of \$50,000 is reported in our statements. This amount is paid annually toward paying off the building fund. Report Filed.

Friends' report

Sue reported that no meetings have been held since the Annual Meeting. She said that the Friends 2020 Tax Returns have been filed and were completed by Sam Pappas. financial statements are available from Sam Pappas. There will be a Board meeting coming up soon.

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#### Unfinished business

6:36 Strategic planning

Rena said she wants to keep this agenda item in front of us at each meeting. We agreed to start the plan to plan in February, 2022.

6L49 Memorial recommendations (Amanda)

A memorial service has been planned to honor Amanda for Saturday, November 27<sup>th</sup> at 2:30. Invitations will go out to all who donated in her memory, as well as the board and employees. Jean Travis will offer a few words, with light refreshments to follow. Mary will work on the wording for the invitations.

review and approval

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6:51 Security update

Greg, the Town's IT person, said that he wants to continue to use American Alarm as he is confident that they will do a good job. Several monitors will be added, and some existing cameras will be repositioned.

6:54 Holiday schedule

Sondra plans regular hours for Wednesday and Saturday, closed on Thanksgiving and the following day, Friday. Jeanne moved that we accept the proposal, seconded by Tia. All approved.

#### New business

6:57 Policy review: guidelines and procedures

It was agreed that the four most recent policies will be reviewed by Sondra and the Staff, then submitted to the Board for ~~approval~~. As soon as they are approved, they will be posted on our website. This process will continue for the remaining policies. It was agreed that Staff needs to generate policies as needed, based on their needs.

6:59 ~~SAMUEL Samuel~~ Slater sheep

~~Donna Evelyn~~ reported that the Slater Museum has acquired sheep that will be decorated by local artists. The local Masonic Lodge has purchased one of these sheep and asked for permission to place it on the Library property. Mary moved that we accept the ~~Mason's~~ request, ~~subject to guidance from the Town Administrator~~, seconded by Jeanne. The motion passed.

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Next regular meeting will be December 2<sup>nd</sup>, and we plan to meet in person. An Executive Session is planned for November 18<sup>th</sup> at 6:00 in the flex room.

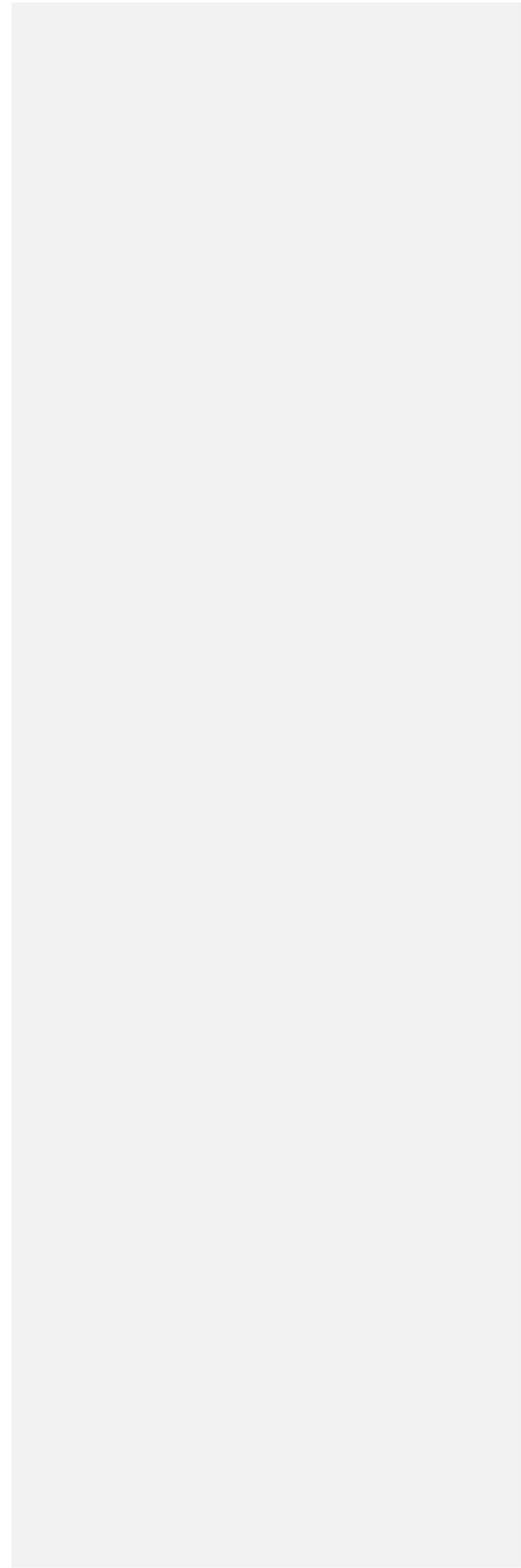
7:16 Adjournment

Tia moved we adjourn, seconded by Jeanne. All approved.

Respectfully submitted,



Mary L. Chabot, Secretary





## Director's Report - November 2021

### Director's Update:

I returned from leave this month, working 2 weeks part-time to ease back into things. Many thanks to Evan and the rest of the Staff for keeping everything running--they all did a great job!

This month I met with both the Children's and the Adult Programming Committee to plan events through May, met with the Friends Programming Committee to discuss upcoming events, and met with individual Staff members to catch up on what I have missed. I also attended a Department Head meeting at the Senior Center where we discussed how to deal with Staff who test positive for Covid.

### Building Maintenance:

- Norel Annual Sprinkler Test- did not pass, need to fix a few things.
- ABS (Automated Building Systems)- 6 month maintenance visit.
- Comtronics- fire radio transmitter was upgraded.
- Renaud annual contract signed by Town Administrator.
- Otis Elevator, waiting on revised annual contract.

### Children's and Young Adult Report

#### Program Highlights:

We have continued our Fall Reading Program, which will last until December 20. So far, there have been **9** children who have signed up this month. There have been four drop-in-paint sessions with a total of **26** participants. There have been four lego club sessions with a total of **26** participants. There have been four storytimes with a total of **59** participants. There have been three STEAM sessions (one of them from late October) with a total of **59** participants.

At the end of last month, we began our monthly Saturday event. The Monster Marionette workshop by Brad Shur of Paper Heart Puppets had a total of **17**

participants. This month, the King Frost & More Chilly Tales & Tunes for Chilly Children with Mary Jo Maichack had **15** participants.

#### Displays:

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

### **Adult Services Report**

#### Adult Program Highlights:

This month's major program was Kim Larkin's Holiday Harvest, which was very enthusiastically received by the 18 folks who came! She was great to work with and came with a lot of fun ideas for the holiday season. Our film this month was *Space Jam: A New Legacy*, and we had 3 people attend. The Dungeons and Dragons group is about to begin the last stretch of their adventure, and should be finishing up by the end of December, unless they get very creative and stretch it out. Sign ups are going well for the Paint Night with Jean Walker on December 2, at time of writing we have 19 signed up.

### **Circulation Report**

#### Technology:

We have updated our PC Reservation and LPTOne Management Console upstairs in the server room. This upgrade will alleviate an issue we had with the old computer where it was becoming unresponsive after a week or so. On top of this, the computer has a large storage drive, with data redundancy. This will allow the library to store important files, which can be accessed by all of the staff computers, and it is on our private network to ensure safety.

We will also be using this new computer for faxing going forward due to changing our phone company. We will scan the documents to the computer's shared drive, then use an app on our computers to send the fax. The process is going to be a bit more complicated, but hopefully will not cause any problems for our patrons.

#### Circulation:

Meg and Evan have been working on a few book weeding projects. Meg specifically has been doing an excellent job making her way through our Fiction section and weeding books that have not circulated in 5 or more years. Evan has been running reports to find items that have been missing for a long period of time, and deleting those which still can't be found in the library.

We have also been fixing some inconsistencies with our cataloging. The new system for running reports by CWMars has been extremely helpful in finding items that are not catalogued properly, and fixing them, without having to search for them in the stacks.

### Lobby Displays:

Leah has created a few new displays for November and the winter months. She's made a display for **Native American Heritage Month**, as well as two Holiday themed displays, **Reading for the Holidays**, and **Cooking and Crafting for the Holidays**.

### **Library Statistics**

<b>Building Use Statistics</b>	<b>October 2021</b>	<b>November 2021</b>
Number of Adult Programs	<b>16</b>	<b>10</b>
Adult Program Attendance	<b>62</b>	<b>81 (includes concert)</b>
Number of Children's Programs	<b>15</b>	<b>18</b>
Children's Program Attendance	<b>236</b>	<b>211</b>
Number of Teen Programs	-	-
Teen Program Attendance	-	-
Computer Use	<b>553</b>	<b>389</b>
Study Room Use	<b>78</b>	<b>110</b>
WiFi Sessions	<b>600</b>	<b>630</b>
<b>Circulation Statistics</b>		
Library Cards Created	<b>66</b>	<b>26</b>
Materials Circulated	<b>2,892</b>	<b>3,328</b>
Dollars Saved by Patrons	<b>\$43,910</b>	<b>\$46,736</b>

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