

# Wilbraham Public Library Board of Trustees Meeting

January 20, 2026

Brooks Room at the Wilbraham Public Library

**In attendance:** Margaret Bagge, Ron Haislip-Hansberry, Barbara Galanek, Cheryl Wesolowski, Amelia Holstrom, Karen Grycel, and Melissa Harter *ex officio*.

Meeting called to order at 4:06 pm by B. Galanek. Meeting both hybrid and in person using GoToMeeting.

**Minutes:** MOTION: B. Galanek makes a motion to accept the minutes from the December 16, 2025 meeting, A. Holstrom seconded, and BOT unanimously accepted minutes with changes as discussed.

## Chair Report:

- **Placemaker Grant:** B. Galanek reports on Gazebo cost. Gazebos can cost from \$2,000-\$7,000. We would also need to hire a contractor and pour a concrete slab. B. Galanek suggests that the Trustees think about whether there is something we want to do this year on a smaller scale and bring those ideas to the next meeting. M. Harter indicated that staff did not have any suggestions. Applications for the grant open at the end of January 2026. The smaller grant is \$3,000 and the larger grant is \$7,500. B. Galanek would like to put it on the agenda for next month. C. Wesolowski asks if we know anyone who could assist with doing the construction or pouring the concrete slab. M. Bagge inquired about a screened in porch and C. Wesolowski discussed supporting a three-season room. B. Galanek indicated we may not be ready to pursue this grant for that purpose. C. Wesolowski indicated that we would need to wait for a consultant to weigh in on location and potential. A. Holstrom reported that the disc golf course had volunteers building their gazebo, per a report at Town Meeting. K. Grycel will inquire with Ken Wagner, who is involved with the course. B. Galanek indicates we should keep this on the agenda for ongoing discussion as needed. A. Holstrom indicated that we may be able to obtain an already constructed gazebo and said she would inquire with someone she knows regarding pouring concrete. C. Wesolowski suggests we consider applying with another idea. M. Harter indicated that she has an idea related to a park she saw in Korea when she lived there. C. Wesolowski indicates that there is one just like that in Dennis, MA. It is the Johnny A. Kelly Recreation Area. It is a fun piece of exercise equipment and is meant for kids. Trustees will continue to put this on the agenda as needed.
- **Space Consultant:** M. Harter reports that she made a capital request related to a space consultant. M. Harter would like to renovate and expand the Library. If the capital request is not approved, we could explore other options.

## Library Director Report:

- M. Harter passed out upcoming events at the Library. The Library did close due to inclement weather before the December holidays.

- Budget Update: M. Harter thanked the Trustees for their support at the Finance Committee Meeting. M. Harter feels like the Finance Committee agreed with what she was saying. M. Bagge reports that M. Harter was comfortable with her presentation and did a great job presenting it to the Board. B. Galanek discussed that the PowerPoint was very effective and M. Harter had good justifications for the requests made. K. Grycel agrees with the comments. K. Grycel indicates that Diane Diehl was very active in the discussion with good questions.
- Library Assistant: Erica Richardi just started. She has her Masters in Library Science. She is currently being trained.
- Website Improvements: M. Harter says they have continued to work on website improvements. M. Harter thanks R. Haislip-Hansberry for assisting with reminders about updating the book club pages. Staff have worked to remove duplicate pages and attempted to make functions more intuitive. They continue to work on database and service pages. M. Harter said that M. Bell was working with the Friends about what they would like to see on their pages.
- Non-fiction section: The adult non-fiction section will be transitioned back to the Dewey classification system to make things easier to find. We can utilize volunteers to assist with relabeling. M. Harter continues to work with staff regarding selection as well. M. Harter has a plan to work the former collection together with the new collection as we reorganize.
- CWMARS: We have fully partnered with them for some cost savings on IT equipment and additional IT support. M. Harter indicates that we will need to update our Computer Use Policy and update it to comply with the Children's Internet Protection Act (CIPA). We will have a light search filter on the computer.
- FlashVote: We have a limited number of surveys available to use as a Town. M. Harter says we did a survey a few years ago. M. Harter thinks we should craft an excellent survey. We will put this on for a vote at the next meeting. K. Grycel believes this would help us reach more people. M. Bagge suggests that we should attempt to get feedback from students as well.
- Patron Comment Form: M. Harter would like to come up with a comment form for patron and public use. She would like to have an online form and paper form to allow people to share their experiences good or bad so that we can consider them. We received a patron complaint about the "flow-friendly" posting on the bathroom door. She indicated they were offensive to patrons and mentions herself, spouse, and children. B. Galanek indicates that the sign provides information to the public. Patron indicated it would be better inside of the restroom. K. Grycel indicated it may be helpful to have the information on the door. C. Wesolowski does not like the wording and reports that in public she often sees the signage inside of the restroom. K. Grycel inquired whether we have the ability to make our own signage or if we must use theirs because we buy the product from them. M. Harter reported this is our only concern raised about it. M. Bagge and C. Wesolowski suggest moving it into the bathroom. A. Holstrom would like to know if we need to use that sign or not as we buy our products from them. M. Harter will inquire with the company and put it on the agenda for the next time.
- Agenda: A. Holstrom discussed agenda proposals due to recent Open Meeting Law opinion. M. Harter will update the agenda.

- Library Legislative Day: M. Harter has been asked to go to The Library Legislative Day in February. It includes networking and meetings with Congressional staff and others. M. Harter has been invited and attended in the past. She attended last year and learned from Worcester and Cambridge Directors. M. Harter would like to attend this year and the Trustees support it. B. Galanek would like to financially support the trip using our professional development line item. The registration fee was \$175 and she will likely fly. C. Wesolowski suggests we ask the Friends of the Library to assist. Trustees agree that we should use our line item for training. The Conference is February 25 and 26. M. Harter will attend the Friends of the Library meeting and inquire about their support. M. Harter discussed a potential application process for staff in the future to request funds from the Friends of the Library for a specific training.
- MBLC Construction Team: They are going to visit to see our Library. MBLC has funding available for library renovation.

### **Friends of the Library Report:**

- Dine Out Night: K. Grycel indicates that the Friends are planning right now. They are considering doing a dine out in March. They are exploring options. March 24 is a potential date.
- Book Sale: The Book Sale is in need of a new Chair. Sue Magee has been a long-time co-chair, but she is stepping down. It is a lot of physical work and planning and logistics. The sale will be May 5-9, 2026. They will accept donations May 1-3. Set up will occur on May 4.
- Town Clean Up: Friends are planning to participate in Town Clean Up Day on May 2.
- Website: Friends will have a page on the website. They are considering using a new payment vendor.
- One Book, One Community: Friends are planning to assist with the One Book, One Community process. They have their first planning meeting next week.
- Facebook Events: Friends discussed using Facebook events to promote certain events happening at the Library. A. Holstrom shared that many individuals in town do not know that the Friends fund all our programming.
- Plant Sale: There is a tentative date of May 16, 2026. Pre-orders will be taken in advance. C. Wesolowski indicated that the Wilbraham Garden Club is having their plant and bake sale on the same weekend.
- Hill Climb: The Friends are considering parking options and will work with the Town and police on this.

### **Old Business:**

- Staff Survey and Director Review: B. Galanek is inquiring about whether K. Grycel has electronic copies of the staff survey discussed at a previous meeting. K. Grycel indicated that she will send the survey and director's review electronically.
- Ingram Update: We continue to order and get books in a timely manner.

### **New Business:**

- Volunteer Breakfast: C. Wesolowski thinks it would be wonderful to have a speaker and she suggests Jake Oliveira. He is a big proponent of libraries and would likely be a draw.

It would be best not to have the event on Easter weekend. Friends of the Library provides the funds.

**Next meetings:** February 17, 2026 at 4:00 p.m. at the Wilbraham Senior Center.

MOTION to adjourn by B. Galanek, A. Holstrom seconded, and BOT unanimously approved.

Meeting ended at 5:54 pm