



Wales Public Library Board of Trustees

Wales, Massachusetts 01081

Meeting Minutes

Date: Wednesday, October 11, 2023

Time: 6:00PM

Location: 77 Main Street, Wales Public Library, Second Floor

Present: Nancy Baer, Lisa Sheridan, Robyn Chrabascz, Carolyn Boehne, and Django the wonder dog

Call to Order: The meeting was called to order at 6:01PM.

MOTION: To approve the meeting minutes from 09/11/2023. Motion made by Sheridan, seconded by Boehne. All in favor. Motion passed.

Payroll and Bills Payable: Bills were signed and paid by Carolyn Boehne and Lisa Sheridan. Expenses were \$588.96 (Midwest Tape \$94.98, Consumer Reports \$32.00, Baker and Taylor \$342.73, and \$71.50, and \$47.75)

Correspondence: None

OLD BUSINESS

Building Issues: The propane contract via Superior was arranged by Pam LeDuc, Nancy has not seen the contract and states the price is less than last year. Lisa asked if we could request a copy of the contract. Carolyn states if we are paying for it, we should have a copy of the contract. Nancy will ask Pam. **Action Required: Nancy**

Nancy is still concerned about the handicap ramp out back; states it is not practical to have the "cage". She is mainly concerned about access to the backyard; the cage is inconvenient.

State Aid Application and Finances: Carolyn questions the discrepancy in the financial statement, the state aid application is "in" for fiscal year 2023. Fiscal year 2024 is due next summer. Per Robyn, prior issue/discrepancy money was moved elsewhere, the amount of the discrepancy was \$1.00. As for this year, there is a question about \$444.00, which Robyn believes was resolved. Nancy has heard nothing from the state if the library is in arrears. The \$444.00 was taken from the expense account. The bottom line was unchanged per Robyn; the money was moved to a different internal account of the library account; specifically, it was moved to the materials account. This is in reference to this fiscal year's budget. The state of MA will ask Nancy to explain the change in the bottom line. The expense account is accurate to meet state requirements per Nancy.

The financial report was submitted to the state on 10/5/23 per Nancy. \$5307.00 was awarded by the state to the library last year. Years 2021, 2022, and 2023 goes into the report for fiscal year 2024.

Policies and Procedures: Carolyn is still going through the policies and procedures folder and there are lots of duplicates. She recommended asking the librarians to re-type all of the

policies/ procedures so that they would be digital. She also recommended reviewing the policies at a later date in order to reduce redundancies and clean some up. We also need to make sure that we have all of the proper policies in place and we aren't missing any. Carolyn will review the MBLC's website to see what policies they recommend. **Action Required: Carolyn**

Carolyn wants to order the MBLC handbook on writing Library policies. She will review who to contact at MBLC. **Action Required: Carolyn**

Freedom of Information Requests: There have been no freedom of information act requests/inquiries. Carolyn asks if the library staff understands how to handle inquiries. Nancy states staff is aware.

Grants: ARIS report/application has been submitted on 9/14/23. The compliance aspect of the state aid application was submitted on 10/5/2023. The financial aspect was submitted on 10/6/2023. The Hometown grant is still pending per Robyn (T mobile grant).

Strategic Plan; no action taken. Robyn wants to remind us this needs to be done. 2020-2025 needs to be done. It will require amending the previous plan. For the next meeting, Nancy will have a copy available. Per Robyn it is on the library page of the website. **Action needed: Nancy, Library Trustees**

NEW BUSINESS

Library Director's Report:

- Payroll paperwork from July 1 -September 23 has been submitted. Nancy has no concerns about this report. Nancy knows what day it is most of the time!
- How is the reconciliation going monthly? Town account is required to share monthly budget amounts. This has not been submitted to Nancy. The purpose is to check for any errors. Per Nancy, all vendors have been paid. This is a bylaw requirement. **Action needed: Nancy**

New business: are there any cultural council applications? No per Nancy. She states she has no site to hold an event. Robyn suggests speaking with Cheri about this. She also suggests a digital program. Applications are due 10/17/2023. The cultural council funds the musicians who perform at the senior center, annual performance of Bad News Bears concert. They used to fund a magician performing at WES. Nancy states she has no "legal space". Robyn suggests advertising that reservations are required so that the number of attendees can be established prior to the event. The auxiliary board would be included if items were to be sold i.e tee shirts (Carolyn's idea). Sue Gregory is the chair of the cultural council. **Action needed: ??**

Halloween: will be celebrated at the library this year.

Library Building Sub-Committee: Robyn inquired if there are any issues she should bring to the building sub-committee. Doors and windows were requested but denied; per Robyn we should make a request for a new storm door. This would be paid for by the town via the capital fund. Contractors will have to come to measure for the door and possibly windows. The current door is very heavy, the screen door is in poor condition. One door would be in compliance with

state ordinance. The application would have to be submitted in January 2024. The fire escape should be inspected every 5 years. The structural engineer should do the inspection.

Next Meeting: Scheduled for Monday, November 13, 2023, at 6:00PM. Agenda to be a continuation of above open items.

MOTION: To adjourn made by Boehne, seconded by Sheridan. All in favor. Motion Passed.

DATE APPROVED: November 13, 2023

Approved