



Wales Public Library Board of Trustees

Wales, Massachusetts 01081

Meeting Minutes

Date: Monday, November 13, 2023

Time: 6:00PM

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

Present: Nancy Baer, Lisa Sheridan, Keri Pitcher, Robyn Chrabascz, and Carolyn Boehne arrived at 6:40pm.

Call to Order: The meeting was called to order at 6:00PM.

MOTION: To approve the meeting minutes from 10/11/2023. Motion made by Sheridan, seconded by Boehne. All in favor. Motion passed.

Payroll and Bills Payable: Bills were signed and paid by Keri Pitcher and Lisa Sheridan. Expenses were \$6,983.86 (Baker & Taylor \$652.53, and \$156.07, and \$52.50; Junior Library Guild \$4,992.90, WB Mason \$139.65, and Demco \$102.95)

Correspondence: None

OLD BUSINESS

Building Issues: Nancy asked Pam for the propane contract via Superior. Nancy received Superior Energy's submission for a Request for Quotes. Hopefully the Selectboard will make a decision/ sign a contract for propane at their meeting tonight. Nancy will ask Pam. **Action Required: Nancy**

Superior Energy had to come to the Library for a service call today 11/13 and fixed a no heat situation. Cause is under investigation. Bill will be sent to the Town Hall with a note to check the rates that were charged as they are different from the Request for Quotes prices. **Action Required: Nancy**

Fire Fighting Equipment did a fire extinguisher service call on November 2nd, and reviewed the one fire extinguisher that we have downstairs. They provided us with a second fire extinguisher. The bill will be sent to the Town Hall. **Action Required: Nancy**

Finances: The budget for the Wales Library has not been reconciled since July. Nancy is still not receiving reconciliation reports. Nancy will continue to ask. **Action Required: Nancy**

A new WB Mason account was opened by Nancy for just the Wales Public Library. Robyn will reach out to her contact and see if the new account can be merged with the old account. She will also ask about scheduling deliveries during Library open hours.

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 was a visit from some patrons interested in the Wales Library when Jill was on staff on a Saturday. Jill reported to Nancy that they asked some questions and Jill answered them. Jill was not on our regular staff email regarding this subject but she seems to have handled their requests well.

Grants: The Hometown grant is still pending per Robyn (T mobile grant).

Strategic Plan; Carolyn asked for the most recent Strategic Plan to begin work on it. 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:

→ Nancy did have any new issues.

New business: Nancy spoke to Cheri about a Cultural Council program in Cheri's capacity as the Senior Center Director. Cheri said that the Senior Center could host if a program were to line up. The Library will consider a program for the next Cultural Council round of applications. Keri will research when the next round of applications are due. **Action needed: Keri Pitcher**

Next Meeting: Scheduled for Thursday, December 14, 2023, at 6:00PM. Agenda to be a continuation of above open items.

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

DATE APPROVED: January 29, 2024