



Wales Public Library Board of Trustees

Wales, Massachusetts 01081

Meeting Minutes

Date: Monday, March 4, 2024

Time: 6:00PM

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

Present: Nancy Baer, Lisa Sheridan, Keri Pitcher, Carolyn Boehne and Robyn Chrabascz .

Call to Order: The meeting was called to order at 6:11PM.

MOTION: To approve the meeting minutes from 1/29/2024. Motion made by Pitcher, seconded by Sheridan. All in favor. Motion passed.

Payroll and Bills Payable: Bills were signed and paid by Keri Pitcher, Carolyn Boehne, and Lisa Sheridan.

Bills from State Aid were \$1110.00 (Slims and Berthiaume \$560.00, and \$300.00, and Superior Energy (past due) \$250.00); Expenses were \$872.87 (Baker & Taylor \$160.87, Midwest Tapes \$47.99, Superior Energy \$281.84, Baker & Taylor \$70.05 and \$212.12, and USPS \$100.00)

Discussion arose over what bills should be going to the Building Maintenance account as the Town has requested a better understanding of our building needs. The Trustees were in agreement that needs for the building included the furnace and the tight tank.

Correspondence: Nancy received an email from a concerned citizen with questions regarding moving the Library to the elementary school and the availability of Narcan at the Library. The Trustees discussed a response.

OLD BUSINESS

Building Issues: The Trustees decided that all building related bills should go to the Town Building Maintenance account. This includes bills for the septic system, and the furnace.

Finances: The expense account for the Wales Library has been reconciled. Nancy is receiving reconciliation reports.

Policies and Procedures: Carolyn is reviewing. **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**

Grants: There are currently no outstanding grants.

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 reported that a printer is needed at the front desk for the librarians.
- Nancy reported that the library needs access to the backyard, with a gate through the handicap ramp. This would facilitate future programs in the backyard area.
- The gutters need to be cleaned.
- Rodney also needs to finish painting the Library (or someone needs to be contracted to finish it).
- The light on the back handicap ramp needs to be broadened, to light the ramp and handicap parking spot. Nancy will request these improvements from Building Maintenance. **Action needed: Nancy**

New business:

Narcan at the Library: The Trustees decided that for now, getting Narcan and training staff on its use, was not necessary.

Physical, operational and budget impacts of moving the municipal library operation into the elementary school building, per BoS and Capital Improvement Planning Committee:

The Library Trustees discussed sending these requirements to the Selectboard and requesting input from the MBLC. The Trustees also discussed what space was available in the elementary school (square footage, doors, bathrooms, etc). **Action needed: Nancy Baer**

The Library Trustees discussed the following issues. This list is not comprehensive but should be used as a starting point for issues raised.

-The Library is using 2400 sq ft. The Library could use more space, especially for use as a community room and/or library programming.

-A public area needs to be accessible to the public and able to be closed off from the elementary school.

-Having a Library in the school fixes our accessibility issues, our parking issues, as well as introduces the Library to younger patrons.

-According to the MBLC, a library that shares a building must have a dedicated restroom and HVAC controls. Shared libraries are also required to have dedicated space for library programming. Not meeting these requirements will disqualify our library from MBLC funding.

-Funding eligibility per the MBLC is based on space or time utilization and must be approved by the Board of Library Commissioners.

-The Library needs signs.

-Library hours would need to be changed and even expanded to accommodate student usage as well as public access. This would also require an increase in funding to staff the library.

-The Trustees believe that the Wales Library could not function without CWMARS membership (which would be required for a small library) might require MBLC funding. This needs to be researched. **Action needed: Nancy Baer**

-The following page on the MBLC website is helpful for guidance:

<https://guides.mblc.state.ma.us/library-building-programs>

-The MBLC also strongly suggests writing a thorough and legally binding management plan.

Sump Pump: The sump pump failed and needs to be replaced. The alarm in the holding tank failed. The Town has informed us that the Wales DPW fogged the basement and will be repairing the sump pump. The holding tank was pumped and appears to be holding.

Next Meeting: Scheduled for **Monday, April 1, 2024** at 6:00PM. Agenda to be a continuation of above open items.

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

DATE APPROVED: Monday, April 1, 2024