

Wales Public Library Board of Trustees

Wales, Massachusetts 01081

Meeting Minutes

Date: Monday, October 17, 2022

Time: 6:00PM

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

Present: Keri Pitcher, Carolyn Boehne, Robyn Chrabascz, Nancy Baer

Members Absent: None.

Call to Order: The meeting was called to order at 6:10PM.

Meeting Minutes:

MOTION: To approve the meeting minutes from 9/12/2022. Motion made by Boehne, seconded by Pitcher. Boehne and Pitcher in favor, Chrabascz abstained. Motion Passed.

Bills: None this meeting. Carolyn to reach out to Treasurer to find out status of 9/12 expenses submitted, as vendors are sending past due notices. Noted that we need to spend our 20% on materials diligently. Nancy is working on balancing budgets and identifying any corrections needed.

General discussions to update new trustee:

Board discussed that payroll and bills need to be signed at least monthly. It was mentioned that the Board may have the option to assign payroll signature to the Director and not have to meet to sign payroll every 2 weeks. Nancy will continue to submit payroll to Treasurer on Thursdays, and will call Trustees if she is home sick and needs assistance executing payroll on time. Excel sheets come from Treasurer with pay rates.

Library has several budgets for operating, salary, staff salaries, and a variety of Trust funds, some of which are unrestricted. Carolyn to reach out to Treasurer to find out status of interest in those accounts.

Storytime is back on Wednesday mornings.

Board to investigate getting new keys for library, including matching front and back doors. Will need 10 keys.

Open position: Pam Leduc will receive all resumes and provide to the Board of Trustees after the closing date on 10/27/2022. The pay rate will be \$14.25 (min. wage) until January 1, then \$15.00 until June 30, followed by COLA increases annually thereafter on July 1 for each FY. Nancy will look for a previous daily checklist for use for all staff.

MOTION: The Board accepts the newly formatted "Assistant Librarian" job description approved by the Board of Selectmen on 10/3/2022. Motion made by Pitcher, seconded by Boehne. All in favor. Motion Passed.

Outdoor faucet: Robyn will get proposal from Tasse's Plumbing for work to be done in the spring.

Painting: Rodney has painted the side of the library per Town Hall's instruction. The Board will need to get a copy of the contract, certified payroll, and lead paint certification from Town Hall for the Library's building file records.

TRJH Library Cards: Sturbridge offered to assist Lisa Benoit with getting all 7th graders library cards with Wales as home library as appropriate. Group discussed potential of doing this with the elementary school and Mrs. Toomey, the new librarian for the school – Carolyn will reach out to Mrs. Toomey.

Next Meeting: Thursday, October 20, 2022 at 6:00PM.

MOTION: To adjourn made at 8:30PM. Motion made by Chrabascz, seconded by Pitcher. All in favor, Motion Passed.

Attachments/ Handouts: None.

DATE APPROVED: October 20, 2022

Approved