



Wales Public Library Board of Trustees

Wales, Massachusetts 01081

Meeting Minutes

Date: Thursday, October 20, 2022

Time: 6:00PM

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

Present: Keri Pitcher (arrived late), Carolyn Boehne, Robyn Chrabascz, Nancy Baer

Members Absent: None.

Call to Order: The meeting was called to order at 6:05PM.

Meeting Minutes:

MOTION: To approve the meeting minutes from 10/17/2022. Motion made by Pitcher, seconded by Boehne. All in favor. Motion Passed.

Correspondence: None.

Payroll and Bills Payable: Payroll voucher 2309 ending 10/22/2022 was reviewed, corrected, and signed pending Saturday's hours; balances ending as follows:

FY2023 Director Salary – 100-610-5100 - \$ 18,189.84 of \$26,274.00

FY2023 Salaries – 100-610-5120 - \$ 8,558.63 of \$14,431.00

No Bills Payable to sign this meeting; balances received from Nancy post-meeting are as follows:

FY2023 Materials and Supplies – 100-610-5580 – \$ 6,658.46 of \$11,351.00

FY2023 Expenses – 100-610-5400 – \$ 2,093.41 of \$4,697

FY2023 Library State Grant Funds – \$ _____ of \$ _____

FY2023 Library Revolving Funds - Spent \$ _____ of \$1,000 limit. Balance is \$ _____

FY2023 Library Gift Funds – \$ _____ of \$ _____

Carolyn learned that Accountant processed the 9/12 bills payable on 10/17, so those checks should be going out shortly.

Nancy is working on balancing budgets, and Cheri Fisher helped identify that most of the current conflicts were FY2021 issues that carried into FY2022. It is our understanding the Accountant is aware of these issues and we are awaiting updates from her. Cheri also helped reconcile the total expenses for the State Aid application, which was approved by the State this week.

General discussions to update new trustee:

Carolyn received list of accounts from Accountant for the group.

Keri provided Open Meeting Law training information; the state is providing Zoom webinar on October 27th at 3pm and we are all encouraged to attend.

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

Robyn inquired about the format of the meeting minutes. She will add a balance of each account to the minutes.

Group had discussion on building related procedures and items, such as propane delivery by Superior Energy.

MOTION: Chrabascz to work directly with Director to understand building procedures, expenditures, and other similar items for planning and documentation of those items. Motion made by Pitcher, seconded by Boehne. All in favor. Motion Passed.

Group had discussion on library policies and procedures, identifying them for Robyn. Group may look at updating those in the future, like the update made earlier this year.

Open position: Next meeting will review resumes. Nancy will look for a previous daily checklist for use for all staff. Keri will follow up with Pam on personnel.

TRJH Library Cards: Carolyn will reach out to Mrs. Toomey on Monday.

Open Items on Hold:

- Robyn will get proposal from Tasse's Plumbing for outdoor faucet to be done in the spring.
- Painting records needed from Town Hall.

Next Meeting: Thursday, October 20, 2022 at 6:00PM. Discussion on trustee bylaws to be included on next agenda.

MOTION: To adjourn made at 8:38PM. Motion made by Pitcher, seconded by Chrabascz. All in favor, Motion Passed.

Attachments/ Handouts: None.

DATE APPROVED: November 3, 2022