



# Wales Public Library Board of Trustees

Wales, Massachusetts 01081

---

## Meeting Minutes – Open Meeting

Date: Thursday, November 3, 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:** Group agreed that posting draft minutes to the website when a meeting is not imminent is beneficial procedure for the Clerk to follow.

**MOTION:** To approve the meeting minutes from 10/20/2022. Motion made by Pitcher, seconded by Boehne. All in favor. Motion Passed.

**Correspondence:** None.

**Payroll and Bills Payable:** Payroll voucher 2310 ending 11/06/2022 was reviewed, corrected, and signed pending Saturday's hours; balances ending as follows:  
FY2023 Director Salary – 100-610-5100 - \$ 17,179.42 of \$26,274.00  
FY2023 Salaries – 100-610-5120 - \$ 7,780.91 of \$14,431.00

Bills Payable reviewed and signed this meeting; balances received from Nancy post-meeting are as follows:

FY2023 Materials and Supplies – 100-610-5580 – \$6,148.59 of \$11,351.00

FY2023 Expenses – 100-610-5400 – \$1,605.79 of \$4,697

FY2023 Library State Grant Funds – \$8,546.19 of \$ \_\_\_\_\_

FY2023 Library Revolving Funds - Spent \$0 of \$1,000 limit. Balance is \$829.93

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

## OLD BUSINESS

### Building Issues:

Robyn requested Nancy call New England Door Closer for pricing a new front and back door with new hardware as the current doors are non-insulated and have been modified many times. The current hardware will not easily allow locks to be changed, and will require new hardware either way. Will need 10 keys.

Robyn is waiting for Superior Propane contract from Pam to evaluate why the cost of fuel is so high (over \$4.00/gal) compared to her Sturbridge contract for \$1.9125/gallon. Buying out the tank may be the best option for the Town. Nancy thought that maybe the contract would be the original one from Mike Malinese.

**Policies and Procedures:** Group had discussion on library policies and procedures. The bad weather policy needs to be revisited.

Keri reviewed the Open Meeting Law training information that she and Robyn attended online. A few Lessons Learned were about OML Certifications, quorums, deliberations, document sharing, postings, site visits and Town Meetings, and Executive Sessions.

**Open position:** Nancy will look for a previous daily checklist for use for all staff. Trustees suggested that maybe the Assistant Librarians can do Facebook posts for new books, etc, to increase social media traffic.

**TRJH Library Cards:** Carolyn will reach out to Mrs. Toomey on Monday. Keri will follow up with TRJH.

**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.

**NEW BUSINESS**

**Bylaws:** Keri requested the trustees each do individual research on examples of other town's bylaws and come ready at next meeting to discuss to move forward. MBLC has examples on their site. A deadline to target would be Annual Town Meeting in May.

**Next Meeting:** Thursday, TBD at 6:00PM.

**MOTION:** Motion to adjourn from regular session meeting at 7:55pm and to enter into **Executive Session** pursuant to M.G.L. Chapter 30A, Section 21(a), Exemption 8:

To consider applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants. - *Assistant Librarian*

Meeting will adjourn from Executive Session and will not come back into Open Session.

**Roll Call Vote:** Pitcher – Yes. Boehne – Yes. Chrabascz – Yes. Motion Passed.

**Attachments/ Handouts:** None.

**DATE APPROVED:** December 1, 2022