



Wales Public Library Board of Trustees

Wales, Massachusetts 01081

Meeting Minutes

Date: Thursday, December 1, 2022

Time: 6:00PM

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

Present: Keri Pitcher, Carolyn Boehne, Robyn Chrabaszcz, Nancy Baer, Glenna Holcomb (Library Auxiliary)

Members Absent: None.

Call to Order: The meeting was called to order at 6:09PM.

MOTION: To approve the open meeting minutes from 11/03/2022. Motion made by Pitcher, seconded by Chrabaszcz. All in favor. Motion Passed.

Correspondence: Email from Pam regarding librarian pay rate preference.

MOTION: To start the new Assistant Librarian Position at \$15.01 to be eligible for annual COLA increases to match the existing two employees, subject to the Board of Selectmen or Executive Secretary agreement. Motion made by Chrabaszcz, seconded by Pitcher. All in favor. Motion Passed.

Payroll and Bills Payable: Payroll vouchers 2311 ending 11/20/2022 and 2312 ending 12/04/2022 was reviewed and signed pending Saturday's hours; balances ending as follows:
FY2023 Director Salary – 100-610-5100 - \$ 15,158.34 of \$26,274.00
FY2023 Salaries – 100-610-5120 - \$ 6,645.24 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 – \$ 5,507.39 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 \$ 117.71 of \$ 1,000 limit. Deposited \$ 107.85. Balance is unreconciled at \$ 485.40.

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

OLD BUSINESS

Status Update on New Hire: The Board of Selectmen (BOS) interviewed three candidates and motioned at their 11/30/2022 open meeting to offer the position to Amy Adams, subject to CORI check. Pam will be updating the group with a start date.

Building Issues:

Nancy to call New England Door Closer once more – and if no answer Nancy will notify Robyn.

Nancy has not gotten a response from the Fire Chief about the smoke alarms. Robyn will reach out to him.

Robyn did not get a response from Pam about the propane contract, but reached out to the vendor directly on 12/01/2022. They stated their contract was executed in April 2016, and that the Town had checked "auto-renewal for 3-year term," renewing in 2019 and 2022. Superior Energy is willing to provide the next delivery for \$2.71. The vendor also noted that the contract includes free annual inspections and that they can service the furnace for additional charges. Robyn will need to connect with Pam regarding the validity of the contract and to determine if the Town will need to execute a new contract on 12/13/2022 as this affects the Senior Center and the Library.

Building security was on the BOS agenda on 11/30/2022 and Pam will be sending Robyn the proposal for review and discussion.

Nancy has asked for better exterior building lighting, and Pam has put her on the list. Robyn inquired if the group would think that a streetlight on the Church Street pole would be a better solution for patron safety, especially for the handicap parking space and the spaces next to the quilt shop. The group agreed that would be ideal and provide full coverage like the streetlight across the road; but we may want to pursue both building lighting and streetlight.

Talking about the lighting led the group to a general discussion on accessibility including the parking space. Robyn offered to do a preliminary accessibility audit for the building that would also contribute to capital planning.

Policies and Procedures: Nancy shared the work daily checklist with the group, and general managerial methods were discussed. The trustees would like to increase the library's Facebook presence with posts about new books, reading recommendations, and events – and this is something that the Assistant Librarians may be able to take on with ease. Nancy to get email addresses from CWMars for staff.

Robyn inquired if the library has a Reasonable Accommodation Policy for accessibility. None is known to be written, but the staff obviously goes upstairs as needed for patrons.

TRJH Library Cards: 100 TRJH students were registered by Sturbridge with their appropriate home library checked in the CW Mars system. Nancy can pull use data at the end of December for us to see the Wales benefit.

Wales Elementary School Library: Carolyn spoke with Mrs. Toomey, who came to the library this week and took several boxes of books from the discard pile and was extremely grateful. We hope to foster this relationship to continue.

Summer Reading: The group had a discussion on summer reading books for all grades. We would need a list of books.

Bylaws: The group reviewed bylaw examples on MBLC as their homework. Robyn pointed out that each town charter/bylaw and library trustee bylaw was different and inconsistent with the interpretation that KP Law sent. Group tabled this discussion to the next meeting where they will come prepared to have a dedicated discussion on bylaws, what the trustees want out of this process, what are the goals, who should employees report to, who oversees personnel, and the other requirements of the volunteer board, etc.

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

Meeting Schedule: Carolyn requested we set a regular, easy to remember, trustee meeting schedule. Item tabled to next meeting.

Auxiliary: Glenna Holcomb came to meeting to introduce herself and update the trustees on the status of the Library Auxiliary. They have much less active since COVID, focusing on the scholarship. There are 2 active members, and they may want to start back with events, such as hot cocoa story time over Christmas break. It was noted that Olde Home Day will be August 12, 2023.

FY2024 Budgeting, Capital, and Projects: Finance has not yet sent out the information for FY2024. Robyn will work on windows as a necessary capital project. Painting the exterior is also needed.

Next Meeting: Thursday, December 15, 2022 at 6:00PM. Agenda to be limited to trustee bylaws and 2023 meeting schedule.

MOTION: To adjourn made at 8:43PM. Motion made by Chrabascz, seconded by Pitcher. All in favor, Motion Passed.

Attachments/ Handouts: None.

DATE APPROVED: December 15, 2022