



# Wales Public Library Board of Trustees

Wales, Massachusetts 01081

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## Meeting Minutes

Date: Thursday, December 15, 2022

Time: 6:00PM

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

Present: Keri Pitcher, Carolyn Boehne, Robyn Chrabaszcz, Nancy Baer, Carol Czerniak

Members Absent: None.

**Call to Order:** The meeting was called to order at 6:08PM.

**MOTION:** To approve the Executive Session meeting minutes from 11/03/2022 Subject to Release. Motion made by Chrabaszcz, seconded by Pitcher. All in favor, Boehne absent for vote. Motion Passed.

**MOTION:** To approve the second draft meeting minutes from 12/01/2022. Motion made by Pitcher, seconded by Chrabaszcz. All in favor, Boehne absent for vote. Motion Passed.

**Correspondence:** None.

**Payroll and Bills Payable:** Payroll voucher 2313 ending 12/18/2022 was reviewed and signed pending Saturday's hours. Bills Payable for Propane delivery at the new rate negotiated by Robyn was reviewed and signed this meeting after Pitcher left.

## NEW BUSINESS

Carol Czerniak came for public meeting, so the public comment session was opened first with all Trustees and Director in attendance. Ms. Czerniak acknowledged the open session and requested a review of the past issue expressing concerns about her file. Ms. Czerniak also formally requested a performance review. The group listened and deferred any discussion of the topic to Executive Session at some other time, pending Town advisement. The Chair will reach out to the Board of Selectmen and/or Executive Secretary. Carol was informed that per previous open Trustee meetings, she will be getting a CM Mars email address along with Amy Adams to foster written communication among staff.

Trustees and Director also need to review why all printers and computers do not currently connect with each other.

(Czerniak then left the meeting.)

Director requested of Town that Jill Pourmond stay on as backup librarian since Amy Adams will start on January 3, 2023.

## OLD BUSINESS

**Meeting Schedule:** Robyn proposed that the Trustees meet the first Thursdays of the month at minimum for the rest of FY2023. All agreed and Robyn will send out a schedule.

**Bylaws:** Pitcher mentioned that she thinks that East Longmeadow’s bylaws are very complete, thorough, and well written, especially the purpose.

Pitcher then had to leave and handed rest of meeting to Boehne as Vice-Chair.

Remaining group discussed the way that MBLC breaks down the Trustees responsibilities and duties into six categories, and generally discussed how Wales might divide those categories between the Board of Selectmen and the Trustees as follows:

<b>MBLC Category</b>	<b>MBLC Handbook Reference</b>	<b>WPL Trustee Discussion Points</b>
<i>Legal</i>	Page 21	Trustees and BOS to split, as Trustees do not have access to Town Counsel. Splits will need to be very well defined.
<i>Governance and Policy</i>	Page 22	All Trustee responsibility.
<i>Financial</i>	Page 23	Trustees and Director lead efforts in this category.
<i>Strategic Planning</i>	Page 24	All Trustee responsibility, particularly given inattention to the value of a public library to the residents by local officials.
<i>Human Resources</i>	Page 25	Trustees and BOS to split maybe best outcome; splits will need to be very well defined. It seems ill-advised to place all HR on a volunteer board, but finding the lines will be challenging – particularly if the Director reports to Trustees and employees report to BOS.
<i>Continuing Education</i>	Page 25	All Trustee responsibility.

Additional considerations will need to be:

- Review of each example of duties or responsibilities as listed in the MBLC handbook for each category
- That WPL Trustees are not provided a stipend and this is a volunteer position, which can become challenging to place a lot of responsibility on
- That our Town Bylaws do not have any details of Trustees or assignment of responsibility
- That any formal changes will have to go to Town Meeting
- Which Trustee will write the bylaws if Robyn is focused on building issues between now and May?

**Next Meeting:** Thursday, January 5, 2022 at 6:00PM. Agenda to be similar to last meeting business, including needing a discussion on having a policy binder put together and budgets.

**MOTION:** To adjourn made at 8:48PM. Motion made by Boehne, seconded by Chrabascz. All in favor, Pitcher absent. Motion Passed.

**Attachments/ Handouts:** None.

**DATE APPROVED:** January 5, 2023