



Wales Public Library Board of Trustees

Wales, Massachusetts 01081

Meeting Minutes

Date: Thursday, January 5, 2023

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.

Correspondence: Email regarding trash pickup: Nancy to leave a note for Christine (Custodian) to take the trash weekly to the bin behind Town Hall. Recycling will be re-visited at a later date.

MOTION: To approve the open meeting minutes from 12/15/2022. Motion made by Chrabascz, seconded by Pitcher. All in favor. Motion Passed.

Payroll and Bills Payable: Payroll voucher ending 12/31/2022 was reviewed and signed; balances ending as follows:

FY2023 Director Salary – 100-610-5100 - \$ 13,137.26 of \$26,274.00

FY2023 Salaries – 100-610-5120 - \$ 5,665.19 of \$14,431.00

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

FY2023 Materials and Supplies – 100-610-5580 – \$ 4,944.69 of \$ 11,351.00

FY2023 Expenses – 100-610-5400 – \$ 1,025.19 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 \$ _____

Robyn to request December budget reconciliation from Pam as November was not received when requested.

OLD BUSINESS

Status Update on New Hire: Amy Adams started Tuesday. Jill trained for one day. Robyn to follow up with Pam on new payroll submission templates. (Post-meeting note: Nancy has new template as of 1/8/2023.) Item Closed.

Building Issues:

Doors/locks: New England Door Closer will be on site Wednesday, 1/11/2023.

Smoke alarms: Chief Croke stated that the existing devices are sufficient and will need to be replaced in 2024 since they were installed in 2017 and last 7 years. This will be budgeted for in FY24. Item Closed.

Propane: We are waiting on safety report from Superior Energy.

Building security: Robyn reviewed proposals from Pam and Bartholomew Electric for access control, security cameras, and alarms. There is a group consensus that none of this along with its maintenance requirements are needed at this time. A monitored fire alarm would be more valuable. New door and locks will also help – and if there are still entry issues with new locks an alarm system may be considered in the future. Item Closed.

Exterior lighting: There are no updates this meeting regarding both building lighting and streetlight.

Robyn will be reviewing accessibility, windows, painting, and the basement on 1/7/2023.

Robyn has also reached out to Town Hall for any and all copies of records pertaining to the building, permits, well, and septic.

Policies and Procedures: Nancy to get email addresses from CWMars for staff.

TRJH Library Cards: Nancy can pull use data at the end of December for us to see the Wales benefit.

Wales Elementary School Library: Carolyn to follow up with Mrs. Toomey.

Summer Reading: The group had a discussion on summer reading books for all grades. We would need a list of books. No update this meeting.

Bylaws: Carolyn will reach out to Pam to discuss bylaws and show East Longmeadow as an example. We need clarity on what has to go to town meeting for approval, especially since clarity is desired by the Trustees that may affect the town bylaws.

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

Annual Report: Nancy will continue to complete the report.

FY2024 Budgeting, Capital, and Projects: Nancy forwarded her budget recommendations since the last meeting. Group discussed the actual cost of the library versus the perceived cost of the library based on the State Aid application numbers and the other town expenses for the library that were known for FY22.

Discussion was undertaken on how they determine expenses and especially how the library budget relates to the town building maintenance budget (or doesn't) since those items were pulled from the library budget about 8 years ago. There are some regular things that are not getting done because of the lack of clarity on the town building maintenance budget and who is allowed to use it or how much has been set aside for each building in that account – especially since Robyn noted that in FY22 there was a significant balance at the end of the year.

MOTION: To allow Robyn to reach out to Finance. Motion made by Pitcher, seconded by Chrabascz. All in favor, Motion Passed. Robyn will continue to get quotes and info for the FY24

budget and let the Finance Committee know that we will not make the Jan 12th submission deadline, as well as talk to Jessica and/or Pam about the town building maintenance overlap.

There was a short discussion on Strategic Planning, as the last plan was 2015-2020 and needs to be updated, and how deferred maintenance on the building can drive the library into needing a new building.

Next Meeting: Thursday, February 2, 2023 at 6:00PM. Agenda to be continuation of above items.

MOTION: To adjourn made at 9:27PM. Motion made by Chrabascz, seconded by Pitcher. All in favor, Motion Passed.

Attachments/ Handouts: None.

DATE APPROVED: February 2, 2023

Approved