



Wales Public Library Board of Trustees

Wales, Massachusetts 01081

Meeting Minutes

Date: Thursday, February 2, 2023

Time: 6:00PM

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

Present: Keri Pitcher, Carolyn Boehne, Robyn Chrabascz, Nancy Baer, Amy Adams

Members Absent: None.

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

Correspondence: Email from Pam Leduc on October 31, 2022 changing library account numbers is noted here for the record, account numbers are reflected below.

MOTION: To approve the open meeting minutes from 01/05/2023. Motion made by Pitcher, seconded by Boehne. All in favor. Motion Passed.

Payroll and Bills Payable: Payroll vouchers for January 2023 were reviewed and signed; balances ending as follows:

FY2023 Director Salary – 100-610-5100 - \$ 11,116.18 of \$26,274.00

FY2023 Salaries – 100-610-5120 - \$ 4,692.01 of \$14,431.00

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

FY2023 Materials and Supplies – 100-610-5585 – \$ 3,806.35 of \$ 11,351.00

FY2023 Expenses – 100-610-5700 – \$ 266.76 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 follow up with request for FY2023 reconciliations from Pam Leduc; none are received to date for any gift or operating budgets.

Group discussed procedural issues with signing payrolls and expenses, and clarified that we can delegate our signature authority to the Library Director. Desire is to have Nancy sign payrolls, and that the Trustees still review and sign expenses.

MOTION: To allow Library Director to sign payroll. Motion made by Pitcher, seconded by Chrabascz. All in favor. Motion Passed.

Procedure is now as follows for payroll – Nancy to send payrolls electronically to select@townofwales.net, and CC the treasurer and all trustees. On Monday, Nancy will confirm Saturday hours and submit her signature only on a signed payroll sheet to Pam Leduc.

Procedure does not change for expenses – Nancy will present them at the monthly Trustee meetings for review and signature.

OLD BUSINESS

Building Issues:

Group discussed Robyn's notes on the building, which needs some revisions, additional information, and reformatting in a way that would be best presented to the Board of Selectmen for FY2023 and FY2024 requests, questions, etc. Robyn will create a contact sheet for emergency contacts for vendors, and Carolyn also requested a preventative maintenance calendar.

Group also discussed the high cost of restoring the windows, and requested a replacement quote.

Propane: We passed on the safety report from Superior Energy. Item Closed.

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

Policies and Procedures: Staff emails should be available in the next week or so. Library policy and procedures not discussed this meeting beyond payroll and expenses.

TRJH Library Cards: No update.

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

Summer Reading: 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.

Annual Report: Nancy will continue to complete the report with Carolyn's review. Item Closed.

Computer Networking and Printer Sharing: CW Mars will be getting back to Nancy on this. They recommend a public and internal network, separately. Printer sharing is generally up to us.

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.

FY2024 Budgeting, Capital, and Projects: Group reviewed proposed budget by line item, and moved a few items around. Robyn to revise, add a narrative, and email to group for final review before submission of FY2024 budget.

NEW BUSINESS

Library Schedule & Hours to End of FY2023 (June 30, 2023): Group discussed our options for funding the Salaries line item to the end of the year, as we will be a little over \$1,600 short depending on snow days and unforeseen closures. Desire is to be business as usual with no special closures to make up salaries.

Decision was made for Robyn to reach out to Finance to alert them that we will be looking for a Reserve Request Transfer in April to cover the gap, which we should have an accurate number on by then.

Volunteer Responsibilities and Opportunities: There are currently 3 volunteers at the library – Piper, Adam, and Tim. A volunteer policy is needed, as well as recognition.

Volunteer Recognition - Tim Baer: Group to think of a recognition for Tim's years of handyman and trash/recycling and all other support.

Funding Opportunities: MBLC reopened their construction grants – but the library needs an updated Strategic Plan to apply.

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

MOTION: To adjourn made at 9:21PM. Motion made by Pitcher, seconded by Chrabascz. All in favor. Motion Passed.

Attachments/ Handouts: None.

DATE APPROVED: March 2, 2023

Approved