



Wales Public Library Board of Trustees

Wales, Massachusetts 01081

Meeting Minutes

Date: Thursday, March 2, 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 6:05PM.

Correspondence: Email from Pam Leduc on February 23, 2023 with account balances. Email notification from Pam Leduc for Capital Submissions and Committee Meeting.

MOTION: To approve the open meeting minutes from 02/02/2023. Motion made by Pitcher, seconded by Boehne. All in favor. Motion Passed.

Payroll and Bills Payable: Accounts are under reconciliation, and there are issues noted with preliminary review. Robyn to follow up with Nancy. **Action Required: Robyn & Nancy**

OLD BUSINESS

Building Issues: All building issues were listed in the memo provided by Robyn. Keri to provide a cover letter for the memo and to send to BOS for comment and response, along with Capital request. **Action Required: Keri and Robyn**

Policies and Procedures: Staff emails should be available in the next week or so. **Action Required: Nancy**

Carolyn to review all library policies and determine what the staff can help with organizing and retyping old non-electronic files after Nancy's computer search. **Action Required: Carolyn**

TRJH Library Cards: Program Complete. Item Closed.

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

Summer Reading: No update this meeting. **Action Required: Carolyn**

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. Keri to draft bylaw to amend town bylaw. **Action Required: Carolyn & Keri**

Computer Networking and Printer Sharing: CW Mars was not helpful. They recommend a public and internal network, separately. Printer sharing is generally up to us. To be continued.

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: Budget meeting was held with finance, who will review the building requests.

Volunteer Responsibilities and Opportunities: A volunteer policy is needed, as well as recognition.

NEW BUSINESS

None.

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

MOTION: To adjourn made at 9:23PM. Motion made by Pitcher, seconded by Chrabascz. All in favor. Motion Passed.

Attachments/ Handouts: None.

DATE APPROVED: April 6, 2023