



Wales Public Library Board of Trustees

Wales, Massachusetts 01081

Meeting Minutes

Date: Thursday, April 6, 2023

Time: 6:00PM

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

Present: Keri Pitcher, Carolyn Boehne, Robyn Chrabaszcz

Absent: Nancy Baer

Call to Order: The meeting was called to order at 6:18PM.

Correspondence: Email from Pam Leduc on 4/6/2023 regarding payroll and vacation time. Attached was a full list of staff on the payroll sheet.

MOTION: To approve the meeting minutes from 03/02/2023 with changes to TRJH line. Motion made by Chrabaszcz, seconded by Pitcher. 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

Carol Czerniak joined the meeting for the topic of Saturday hours. The Board agreed that her regularly scheduled Saturdays should not be taken away from her. Robyn adjusted the submitted payroll sheet for the upcoming weekend and resubmitted to Pam via email. Jill was notified and informed Keri that she is available to cover weekdays starting in May.

OLD BUSINESS

Building Issues: There has been no response yet from the BOS or Pam regarding the memo and requests. Robyn will be attending CIPC meeting to address capital submission and any questions.

Policies and Procedures: No update, awaiting staff email addresses. 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

Wales Elementary School Library: Mrs. Toomey is coming by on Friday to review discards. Action Required: Carolyn

Summer Reading: Mrs. Toomey is also investigating this at the elementary level. No updates at the upper schools.

Bylaws: Carolyn spoke with Pam who recommended the following possible language amendment to the town bylaw by Monday, 4/10, if for this year's annual town meeting:

For the Trustees to become a “hiring department,” there needs to be an exception inserted to “allow the Trustees to hire the Director and library staff, including posting, interviewing, selecting, checking references, and setting the salaries per budget.”

The group discussed this suggestion and do not want to pursue this exact language at this time.

Group still likes East Longmeadow bylaws as an example. Robyn asked if the volunteer board was truly up to some of the administrative tasks and liabilities, or if there was some balance that could be found in the bylaws. Keri to take lead on draft bylaw text to amend town bylaw (clerical).
Action Required: All

Computer Networking and Printer Sharing: No update since last meeting - CW Mars was not helpful. They recommend a public and internal network, separately. Printer sharing is generally up to us. Uptime came to library to help with hacker issues under Pam’s direction since last meeting (Robyn referred Nancy to Pam). Since our computers are Windows 7 and no longer supported, Robyn will look into our options per an email received from Pam. Action Required: Nancy and Robyn

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: No final word from Finance yet.

Volunteer Responsibilities and Opportunities: No update - A volunteer policy is needed, as well as recognition.

NEW BUSINESS

Conflict of Interest Training: Nancy, Carolyn, Keri and Robyn are complete. Nancy will follow up with Carol and Jill to confirm they are up to date. Action Required: Nancy

Library Trustee: Robyn will likely not be running for the position but won’t be able to confirm until 4/12. That said, Robyn does not plan on walking away from the library and the facilities work that she has done, and perhaps the Board can create a Building Subcommittee of Nancy, Robyn, and one Trustee.

Next Meeting: Scheduled for Thursday, May 4, 2023, at 6:00PM. Agenda to be continuation of above open items.

MOTION: To adjourn made at 9:12PM. Motion made by Pitcher, seconded by Chrabascz. All in favor. Motion Passed.

Attachments/ Handouts: None.

DATE APPROVED: April 27, 2023