

# Wales Public Library Board of Trustees

Wales, Massachusetts 01081

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## Meeting Minutes

Date: Thursday, April 27, 2023

Time: 6:00PM

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

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

Absent: None.

**Call to Order:** The meeting was called to order at 6:21PM.

**Correspondence:** MBLC legislative budget update email blast – Keri completed the request in that email. Trustees received a Thank you letter from Tim Baer.

Group discussed the email request from MBLC for our Collection Development Policy. At the end of the meeting, Keri re-read the 1998 Collection Development Policy, and group discussed a few updates needed in the text as well as coordinating this policy with the 2022 Book Selection Policy.

**MOTION:** To approve the updated Collection Development Policy as amended. Motion made by Chrabascz, seconded by Pitcher. All in favor. Motion Passed. Nancy will send the newly updated policy to MBLC.

**MOTION:** To approve the meeting minutes from 04/06/2023. Motion made by Chrabascz, seconded by Pitcher. All in favor. Motion Passed.

**Payroll and Bills Payable:** Group signed Bills Payable for \$1,308.82 for Materials. Robyn will email the Accountant and Board of Selectmen with found accounting issues and followup requests to continue reconciliation of accounts. Robyn will also reach out to Finance as it looks like the salary line item will be about \$2,000 short. Action Required: Robyn

While on the topic of payroll, Robyn updated the group with Nancy's current available Vacation, Sick, and Personal time that will all expire on June 30. Nancy is encouraged to use time as opposed to lose time. It is nice if staff is uncomfortable being alone in the building for two staff to be on shift at the same time, but not required by the Trustees to be so. Group requested that Nancy also fill out a colored backup timesheet with hours and days worked, and that it be an accurate reflection of hours, especially when over 25 hours in a week. It will be valuable for the Trustees to know if 25 hours is an adequate amount of hours for the Director's position. Also, this flexibility allows for activities like a possible evening book club could be done off-site and the building would not have to have two staff on site. Action Required: Nancy to make timesheet.

## OLD BUSINESS

**Building Issues:** There has been no response yet from the BOS or Pam regarding the memo and requests. However, the Selectmen did question the cost and amount of propane, so Robyn was looking into an all-electric option for the library with rebates. The CIPC meeting was to be continued.

- Robyn will get proposal from Tasse's Plumbing for outdoor faucet to be done in the spring.
- 2022 Painting records have been requested from Town Hall.

**Policies and Procedures:** Keri sent group email including new staff email for Carol. Email item closed.

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. Robyn suggested that when revised, one single policy document would be great and could be posted on the website. Action Required: Carolyn

**Wales Elementary School Library & Summer Reading:** Mrs. Toomey took a few boxes for the school. She will get back to Carolyn on summer reading requests, if any. Action Required: Carolyn

**Bylaws:** Group will review all responsibilities recommended by MBLC to make one bylaw request instead of several, if needed. Group will consider what should be adopted as policy at board level versus at town level. This task is priority for the next annual town meeting.

**Computer Networking and Printer Sharing:** Robyn received proposal for Uptime to update the 4 CPUs. Robyn also saw that T-Mobile Hometown grants are available for library technology upgrades, so she proposed all new workstations for the public, desk, and director, as well as new printing/copying/scanning/faxing setups with a Hublet tablet station. If she can get responses and quotes from vendors before May 23, she will submit for the library. Keri requested to add closed circuit camera to the grant request.

**MOTION:** Robyn to submit for a T-Mobile Hometown Grant for library technology upgrades. Made by Pitcher, seconded by Boehne. All in favor. Motion Passed.

**FY2024 Budgeting, Capital, and Projects:** No final word from Finance yet, although they were recommending a reduced budget but line item details are uncertain.

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

**Conflict of Interest Training:** Everyone has completed this. Item Closed.

**Strategic Plan:** No update, needs to be done.

## **NEW BUSINESS**

**Open Position:** No word yet from the Board of Selectmen on their internal job posting.

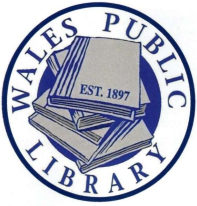
**Building Subcommittee:** Tabled to next meeting.

**Next Meeting:** Scheduled for Thursday, May 11, 2023, at 6:00PM. Agenda to be continuation of above open items.

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

**Attachments/ Handouts:** None.

**DATE APPROVED: May 11, 2023**



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