



Wales Public Library Board of Trustees

Wales, Massachusetts 01081

Meeting Minutes

Date: Thursday, May 11, 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 6:08PM.

Correspondence: MBLC thanked us for our Collection Development Policy and 2022 Book Selection Policy.

MOTION: To approve the meeting minutes from 04/27/2023. Motion made by Chrabascz, seconded by Pitcher. All in favor. Motion Passed.

Payroll and Bills Payable: Group signed Bills Payable for Materials and reimbursements from state aid to staff. [Post-meeting note: Robyn emailed the Accountant and Board of Selectmen with found accounting issues and follow up requests to continue reconciliation of accounts on May 16, 2023.]

The Finance Committee will be meeting on May 25th to review reserve request for salaries line – this overage is no different than any other department like a snow and ice salary overage and should be paid from town funds, not library funds.

OLD BUSINESS

Building Issues: The CIPC and BOS did not approve any capital requests or FY24 budget requests for building maintenance funds – the BOS level funded the library.

- Tasse's estimate in email is \$535 for outdoor faucet.
- 2022 Painting records have been requested from Town Hall, still no response.
- Adam is no longer available for maintenance items, but DPW is for mowing and will help Nancy with the window AC units, like they did removing bulk trash items.

Policies and Procedures: Carol now has email; Cheri will also need one. Keri ensured Carol was all set on email – and reminded all to use written email for communications instead of post-its, etc. **Action Required: Nancy**

No update - 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. Need a volunteer policy, too. 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: Carolyn to on summer reading requests, if any. **Action Required: Carolyn**

Bylaws: No update - 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.

Action Required: ALL

Computer Networking and Printer Sharing: Robyn still working on grant.

FY2024 Budgeting, Capital, and Projects: See Building Issues above, Item Closed.

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

Open Position: Cheri Fisher has been hired as Assistant Librarian, but no official word came yet from Town Hall. BOS has apparently set her salary without Trustee input. Item Closed.

Building Subcommittee: Tabled to next meeting.

NEW BUSINESS

Aspen Discovery: Email from MBLC about this software that will be available to libraries. Keri looked into it and it is not something for Wales. Item Closed.

Files: Robyn will be setting up folders for library trustee permanent files to close out her position. She will also send out templates, etc. for everyone to have in email, along with the Municipal Records Retention Schedule.

Next Meeting: Scheduled for Thursday, June 1, 2023, at 6:00PM. Agenda to be continuation of above open items.

MOTION: To adjourn made at 8:00PM. Motion made by Pitcher, seconded by Chrabascz. All in favor. Motion Passed.

Attachments/ Handouts: None.

DATE APPROVED: