



Wales Public Library Board of Trustees

Wales, Massachusetts 01081

Meeting Minutes

Date: Monday, July 10, 2023

Time: 6:30PM

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

Present: Keri Pitcher, Lisa Sheridan, Nancy Baer, Carolyn Boehne joined at 6:42pm on a phone call.

Call to Order: The meeting was called to order at 7:00PM.

Correspondence: We received an email from Chris Ryan from the Highway Department regarding the overhanging tree from the Worth property.

Email response received 7/10/23 from Thomas Welch at W.B. Mason regarding setting up Nancy with a WB Mason account. Keri set up the account on Nancy's computer.

MOTION: To approve the meeting minutes from 06/12/2023. Motion made by Sheridan, seconded by Pitcher. All in favor. Motion Passed.

Payroll and Bills Payable: Bills were signed and paid by Keri Pitcher and Lisa Sheridan. For FY2023 we paid Baker and Taylor \$18.04 and for FY2024 we paid the annual assessment for CWMARS for \$1,309.00

OLD BUSINESS

Building Issues: Nancy logged in to the WB Mason account and Keri set up the account on Nancy's computer.

Policies and Procedures: As of 7/10/23, Carolyn is still going through the policies and procedures folder and there are lots of duplicates. She recommended asking the librarians to re-type all of the policies/ procedures so that they would be digital. She also recommended reviewing the policies at a later date in order to reduce redundancies and clean some up. We also need to make sure that we have all of the proper policies in place and we aren't missing any. Carolyn will review the MBLC's website to see what policies they recommend. **Action Required: Carolyn**

Staff emails: Cheri received her new cwmars account and Keri sent an email to test it. Nancy will follow up with Cheri tomorrow.

Tantasqua High School Summer Reading: Nancy reviewed the new summer reading list from the Tantasqua High School. The Wales Library has several titles in the Library. All are available through CWMARS. Nancy also put a message on the Wales Library Facebook group

announcing the new list and the access at the Wales Library. Cheri made a display downstairs with all of the books on the list available at the Wales Library.

T-Mobile: Keri wrote a letter of support from the Trustees for T-Mobile Hometown grant that Robyn is putting together. **Awaiting a response.**

Strategic Plan: No update, needs to be done.

NEW BUSINESS

Tree Issues: Lisa Sheridan reached out to Amanda Worth Pascale through facebook on July 5th to see if something could be done about a rotten tree that was overhanging the library and had dropped several chunks of tree. No response received. Nancy emailed Chris Ryan per the BOS direction regarding removal and/ or action on the tree. Chris suggested that the Board of Trustees reach out to the owners of \$ Church Street again.

MOTION: Pitcher offered a motion to write a letter to the owners of 4 Church St. reminding them of their responsibilities in the event that a tree falls on the Library. Sheridan seconded. All in favor. Motion Passed. **Action Needed: Keri**

Letter was written to the Owners of 4 Church Street per registered mail on 7/11/23. An email with the copies of the letters were sent to the BOS and Highway Department on 7/11/23.

Follow up with BOS regarding Building issues and Town Maintenance Account: Per our 6/10/23 meeting, Robyn C. recommended and drafted an email for the Library Trustees to request a response to our request for town maintenance funds for new doors for the Library, a new propane tank and a new propane contract, and a structural inspection of the fire escape.

An email was sent to the BOS under the Library Trustees with Robyn Chrabascz signing on as a former Trustee as well. Second by Sheridan. As of 7/10/23 no response has been received from the BOS.

Building Subcommittee: No meeting was held since 6/10/23.

Next Meeting: Scheduled for Monday, August 7, 2023, at 6:00PM. Agenda to be continuation of above open items.

MOTION: To adjourn made at 8:42PM. Motion made by Pitcher, seconded by Sheridan. All in favor. Motion Passed.

Attachments/ Handouts: None.

DATE APPROVED: Monday, August 7, 2023