



Wales Public Library Board of Trustees

Wales, Massachusetts 01081

Meeting Minutes

Date: Monday, August 7, 2023

Time: 6:00PM

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

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

Call to Order: The meeting was called to order at 6:19PM.

Payroll and Bills Payable: Bills were signed and paid by Keri Pitcher and Carolyn Boehne. For FY2024 we paid Baker and Taylor \$43.74 and Overdrive \$159.42 out of state aid (total \$203.16). The American Library Association was paid \$175.00 from Library expense.

MOTION: To approve the meeting minutes from 07/10/2023. Motion made by Pitcher, seconded by Boehne. All in favor. Motion passed.

Correspondence: We received an email from Chris Ryan from the Highway Department following up on the overhanging tree from the Worth property on 7/18. The Highway Department will add the tree to the list of removals for the year. An orange ribbon has been added to the tree.

OLD BUSINESS

Building Issues: Nancy hasn't needed to use the WB Mason account but is all set up and will reach out when supplies are needed.

Policies and Procedures: As of 8/7/23, 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**

Carolyn wants to order the MBLC handbook on writing Library policies. She will review who to contact at MBLC. **Action Required: Carolyn**

Staff emails: Nancy hasn't seen a lot of traffic but she'll remind staff to check email regularly. Keri will make a post-it reminder for the front desk. The Town of Wales website was updated to reflect the librarian emails. An email was sent to Leis to add librarian emails to the website. **Action Required: Nancy and Keri**

Tantasqua High School Summer Reading: There's a great display at the Library for Tantasqua summer reading books! The BOT requested that Nancy (or designated librarian) post

on social media about how to use the Libby app in anticipation of a summer reading rush. **Action Required: Nancy**

T-Mobile: Robyn applied for the T-Mobile Hometown grant, next round of applications should be decided by the end of September. **Awaiting a response.**

Strategic Plan: No update, needs to be done.

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 8/07/23 no response has been received from the BOS.

NEW BUSINESS

Library Director's Report:

- Nancy has done a little gardening around the Library to try to clean up the flowers, etc.
- Nancy completed the ARIS report. The BOT reviewed. The Library had a total of 1,449 attendees in person in FY2023 and 333 people in attendance in Library programs. Total circulation for the Wales Library was 11,637 (including digital loans).
- Nancy is concerned about the handicapped ramp in the back of the Library. The lack of access to the backyard feels unsafe for staff in the event of an emergency. The BOT encouraged Nancy to discuss her concerns with the BOS.
- Nancy reported that there are folding tables that were at the Library that have been misplaced. The BOT doesn't know where the folding tables are.
- The town's budget for FY2024 underfunded the Library's required state aid expenditures (by \$444.00). The monies allocated for the Library budget were different from what the BOT requested and what the Finance Committee requested. The Library's Town Meeting approved Materials budget is not 20% of the total Library budget required by state aid. Nancy will request clarification and help from the BOS. **Action Required: Nancy**

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

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

MOTION: To adjourn made at 8:30PM. Motion made by Pitcher, seconded by Boehne. All in favor. Motion Passed.

Attachments/ Handouts: None.

DATE APPROVED: Sep 11, 2023