



Wales Public Library Board of Trustees

Wales, Massachusetts 01081

Meeting Minutes

Date: Monday, June 12, 2023

Time: 6:00PM

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

Present: Keri Pitcher, Lisa Sheridan, Nancy Baer, Carolyn Boehne joined at 6:42pm and Robyn Chrabascz joined at 7:34pm

Call to Order: The meeting was called to order at 6:27PM.

Correspondence: We received ledger reports from the Town Accountant titled May 2023 YTD Reports that detailed the general ledger and expenditure ledger on June 11, 2023. Nancy is still waiting for the detailed library expense reports.

Email response received 6/12/23 from Thomas Welch at W.B. Mason regarding setting up Nancy with a WB Mason account. Keri responded with Nancy's wales@cwmars.org email address.

MOTION: To approve the meeting minutes from 05/11/2023. Motion made by Pitcher, seconded by Sheridan. All in favor. Motion Passed.

Payroll and Bills Payable: Bills were signed and paid last week (6/6/23) by Keri Pitcher for Materials in the amount of \$227.20.

OLD BUSINESS

Policies and Procedures: Carolyn went 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: Nancy requested a cwmars email address for Cheri Fisher. Awaiting response.

Tantasqua High School Summer Reading: A new summer reading list was sent out by the Tantasqua High School. Keri forwarded the blurb regarding the new topic of environment along with the new summer reading list. Nancy will look into ordering necessary titles, either in print or digitally. **Action Required: Nancy**

Bylaws: No update. Still needs to be addressed, after discussion with BOS.

Strategic Plan: No update. Still needs to be addressed, last completed in 2020.

Open Position: Cheri Fisher was hired by the BOS and her salary set by them.

T-Mobile: Keri is writing a letter of support from the Trustees for T-Mobile Hometown grant that Robyn is putting together. **Action Needed: Keri**

Files: Robyn gave the Trustees all of the permanent files. They will be stored in the upstairs file cabinet in the top drawer for future reference. No Action Needed.

Strategic Plan: No update, needs to be done.

NEW BUSINESS

New Trustee Introduction: We welcome Lisa Sheridan as our newest Library Trustee member! Lisa was sworn in today and joined us for her first meeting.

Reorganization: With our new Library Trustee, we voted on new positions.

MOTION: A motion was made by Pitcher that Carolyn Boehne should be made Chair. Second by Sheridan. All in favor. A motion was made by Boehne that Keri Pitcher should be made Clerk. Second by Sheridan. All in favor. A motion was made by Pitcher that Lisa Sheridan should be made Vice Chair. Second by Boehne. All in favor.

Follow up with BOS regarding Building issues and Town Maintenance Account: Robyn Chrabascz 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.

MOTION: A motion was made by Pitcher to send the email to the BOS under the Library Trustees with Robyn Chrabascz signing on as a former Trustee as well. Second by Sheridan. All in favor.

Building Subcommittee: It was recommended by Pitcher that a Building Subcommittee should be formed to take advantage of Robyn Chrabascz's extensive knowledge of town buildings. Carolyn Boehne volunteered to be on the Building Subcommittee.

MOTION: Motion to form a Building Subcommittee with one Trustee, the Library Director and Robyn Chrabascz, was made by Pitcher. Second by Sheridan. All in favor.

Next Meeting: Scheduled for Monday, July 10, 2023, at 7:00PM. Agenda to be continuation of above open items.

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

Attachments/ Handouts: None.

DATE APPROVED: Monday, July 10, 2023