



Wales Public Library Board of Trustees

Wales, Massachusetts 01081

Meeting Minutes - posted 11/8/23

Date: Monday, September 11, 2023

Time: 6:00PM

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

Present: Nancy Baer, Keri Pitcher, Lisa Sheridan, Robyn Chrabascz joined at 7pm, Carolyn Boehne joined by phone at 7:15pm

Call to Order: The meeting was called to order at 6:05PM.

Payroll and Bills Payable: Bills were signed and paid by Keri Pitcher and Lisa Sheridan. For FY2024 we paid Baker and Taylor \$510.76 from Library Expense (materials) and Turley Publications \$35.00 and Demco \$101.95 from Library expense .

MOTION: To approve the meeting minutes from 08/7/2023. Motion made by Sheridan, seconded by Pitcher. All in favor. Motion passed.

Correspondence: We received a July 2023 YTD Report from the Selectboard. We look forward to receiving these reports monthly. We requested a regular detailed report of the Library expense account to accompany this monthly expenditure report.

OLD BUSINESS

Building Issues: The tree overhanging the library has been de-limbed and is no longer a threat to the Library building.

Policies and Procedures: As of 9/11/23, 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: Have the staff emails on the town of Wales website been updated with new cwmars email addresses? Keri sent an email to test Cheri's email and will send an email to Leis to follow up if it hasn't been changed. **Action Required: Keri**

Tantasqua High School Summer Reading: All done!

T-Mobile: We were rejected for the T-Mobile Hometown grant but Robyn will re-submit our application for the fall cycle. We expect notification in January. **Awaiting a response.**

Strategic Plan: No update, needs to be done.

NEW BUSINESS

Library Director's Report:

- 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. **Action Required: Nancy**
- 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**
- The Materials line item for 2024 is still short and will not meet the 20% for state aid. A letter was drafted to the Wales Finance Committee asking for a reserve transfer in the amount of \$444.00 to meet our state aid requirements for materials sent. **Action Required: Keri - letter sent**

Propane contract: No contract has been put out to bid for propane as of yet. An email was sent to the Select Board as a reminder that winter is coming and a propane contract needs to be finalized. **Action needed: Select Board**

Videotaping at the Library: First Amendment freedoms and videotaping in public were discussed. Staff will be reminded that if someone wants to videotape in a public space (like the Library), that that is their First Amendment right. Patrons who do not wish to be videotaped can return to the Library at another time, and/or take advantage of our online or homebound services.

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

MOTION: To adjourn made at 8:18PM. Motion made by Pitcher, seconded by Sheridan. All in favor. Motion Passed.

DATE APPROVED: October 11, 2023