



Wales Public Library Board of Trustees

Wales, Massachusetts 01081

Meeting Minutes

Date: Monday, January 29, 2024

Time: 6:00PM

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

Present: Nancy Baer, Lisa Sheridan, Keri Pitcher, Robyn Chrabascz , and Carolyn Boehne.

Call to Order: The meeting was called to order at 6:12PM.

MOTION: To approve the meeting minutes from 11/13/2023. Motion made by Pitcher, seconded by Sheridan. All in favor. Motion passed.

Payroll and Bills Payable: Bills were signed and paid by Keri Pitcher and Lisa Sheridan. Expenses were \$257.84 (Baker & Taylor \$37.30, and \$123.65, and \$96.89)

Correspondence: None

OLD BUSINESS

Building Issues: Nancy was told that Wales doesn't need a contract from Superior because it's under \$10k. Our rate is \$1.989/ gallon.

Fire Fighting Equipment (fire extinguishers) have been updated and paid for by the Building Committee.

Finances: The budget for the Wales Library has not been reconciled since November. Nancy is still not receiving reconciliation reports regularly. Nancy will continue to ask. **Action Required: Nancy**

Policies and Procedures: 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**

Freedom of Information Requests: There have been no other requests since October 2023.

Grants: The Hometown grant was rejected per Robyn (T mobile grant). We can continue to apply in 2024, every three months. The Board voted to postpone new applications until we have a clear view of a move to the Elementary School.

Strategic Plan; Carolyn asked for the most recent Strategic Plan to begin work on it. 2020-2025 needs to be done. It will require amending the previous plan. For the next meeting, Nancy will

have a copy available. Per Robyn it is on the library page of the website. **Action needed: Nancy, Library Trustees**

NEW BUSINESS

Library Director's Report:

→ Nancy did have any new issues.

New business: Nancy spoke to Cheri about a Cultural Council program in Cheri's capacity as the Senior Center Director. Cheri said that the Senior Center could host if a program were to line up. The Library will consider a program for the next Cultural Council round of applications. Cultural Council applications are due in October. Keri will review the application process. **Action needed: Keri Pitcher**

Physical, operational and budget impacts of moving the municipal library operation into the elementary school building, per BoS and Capital Improvement Planning Committee:

The Library Trustees discussed the following issues. This list is not comprehensive but should be used as a starting point for issues raised.

- The Library is using 2400 sq ft. The Library could use more space, especially for use as a community room and/or library programming.
- A public area needs to be accessible to the public and able to be closed off from the elementary school.
- Having a Library in the school fixes our accessibility issues, our parking issues, as well as introduces the Library to younger patrons.
- According to the MBLC, a library that shares a building must have a dedicated restroom and HVAC controls. Shared libraries are also required to have dedicated space for library programming. Not meeting these requirements will disqualify our library from MBLC funding.
- Funding eligibility per the MBLC is based on space or time utilization and must be approved by the Board of Library Commissioners.
- The Library needs signs.
- Library hours would need to be changed and even expanded to accommodate student usage as well as public access. This would also require an increase in funding to staff the library.
- CWMARS membership (which would be required for a small library) might require MBLC funding. This needs to be researched. **Action needed: Nancy Baer**
- The following page on the MBLC website is helpful for guidance:
<https://guides.mblc.state.ma.us/library-building-programs>
- The MBLC also strongly suggests writing a thorough and legally binding management plan.

Next Meeting: Scheduled for **Monday, March 4, 2024** at 6:00PM. Agenda to be a continuation of above open items.

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

DATE APPROVED: 3/4/2024