

## **West Hartford Library**

### **Meeting Minutes 9/21/2021 4:45 PM**

Present: Emily Clough, Doug Eisler, Sadie Woods

Guests: Judy Roberts, Laura Brooks

Absent: Sandie Cary, Veronica Golden

The meeting was called to order at 4:50 PM.

### **Pledge of Allegiance**

### **Secretary's Report**

Upon motion duly made and seconded, the minutes of August 2021 meeting were approved without correction.

### **Treasurer's Report**

Financials from the town remain pending. The board report (i.e. spread sheet) indicates a balance of \$36,929.21 as of July 1. This is approximately 80% of the yearly budget and on target. Board approval pending reconciliation with the town report once received.

### **Director's Report**

The library is requiring masks due to the increase in Covid-19 cases. Patrons continue to come into the library, but curbside pick-up is available if preferred. Book club and craft time continue. Interlibrary loans (ILL's) were lower this month at 57, attributable in part to 1 week of vacation during which the library was closed. Circulation was 865.

Friends continue to support the library. Recent assistance was provided in the gardens including plantings. The movie "Moana" was shown on 8/27 with an attendance of 96.

### **Old Business:**

Sandie will be on vacation 10/12 through 10/14/2021. A motion was made and approved to close the library on these days due to a lack of available volunteers to fill in.

### **New Business:**

Sandie and Emily met with Tracy Yarlott-Davis, Hartford Town Manager, and submitted a proposed budget for 2022-2023. An increase of 5.3% ( \$48,819) was included and accounted for an increase in the Director's salary, increased courier and shipping expenses and 3% inflation of book and supply purchases. A motion was made and approved unanimously to accept the budget without correction. Presentation of the budget are scheduled before town representatives on 10/5 and 10/26, with additional information forthcoming.

Emily also met with Tracy Yarlott-Davis, Town Manager, and Gail Ostrout, Finance Director, in an effort to understand and improve the town-library relationship. Grant applications were a specific point of

discussion. Action steps which resulted from the meeting include: 1) Building a standard operating procedure (SOP) for grant management and 2) Consideration of making the library a 501C3 entity.

A motion was made and approved to appoint Laura Brooks to the board, filling the position previously held by Gerda Gofberg. Final appointment is pending town approval.

The next meeting will be Tuesday October 19, at 4:45 PM. The meeting was adjourned at 5:50 PM.

Respectfully Submitted,

Sadie Woods

Secretary