

## **West Hartford Library**

### **Meeting Minutes 12/15/2021 7:00 PM**

Present: Sandie Cary, Emily Clough, Doug Eisler, Sadie Woods, Laura Brooks, Veronica Golden

The meeting was called to order at 7:01 PM.

### **Pledge of Allegiance**

### **Secretary's Report**

Upon motion duly made, the minutes of November 2021 meeting were approved without correction.

### **Treasurer's Report**

The Town Budget Report reflects YTD expenditures totaling \$ 13,001.98 with a balance of \$33,339.02 remaining. Internal West Hartford Library accounting is in agreement.

### **Director's Report**

Covid case numbers are on the increase. The library continues to allow patrons access with masking. Community Room use remains limited as described previously (see November 2021 minutes). Curbside pick-up continues to be available.

Sandie proposed closing the library between Christmas and New Years due to covid-related concerns. A portion of the hours would be used for administrative needs, including preparation of the state report. In addition, Sandie requested she be given discretion to offer curbside only service the week after New Years if there is a significant post-holiday surge.

Interlibrary Loans (ILL) for November were 59; circulation was 750, up from 570 last month. The Friends of the Library bought two holiday wreaths for the library doors. Sandie requested, and was provided, cell phone numbers of the members of the Board of Trustees. The request was made following her interaction with a man who came into the library near closing time the night of Monday, 12/13. His behaviors were odd, concerning and unsettling to Sandie, who was the only other person in the library at the time.

### **Old Business**

Upon motion duly made and unanimously approved, \$200 was made available for yearly subscription to launch the new West Hartford Library website.

### **New Business:**

Upon motion duly made, the Board approved closing the library between Christmas and New Year's Day and giving Sandie the prerogative to switch to curbside only service beginning 1/2/2022 for 2 weeks, based on covid case numbers and Vermont Health Department guidelines.

A discussion about building administrative time into Sandie's schedule was tabled until the next meeting. Upon motion duly made, a holiday bonus of \$300.00 was unanimously approved for Sandie.

The next meeting will be 1/19/2022 at 7:00 PM. The meeting was adjourned at 8:05 PM.

Respectfully submitted,

Sadie Woods

West Hartford Board Secretary