

West Hartford Library Board of Trustees

Meeting Minutes 10/19/2022

Location: Community Room, West Hartford Library

Time: 6:00 PM

Present: Laura Brooks, Emily Clough, Doug Eisler, Patti Gray, Sadie Woods, Sandie Cary, Barb Gherardi

Guests: Nadine Hodgdon, Pat Cook

- I. Meeting called to order at 6:04 PM. Pledge of Allegiance.
- II. Welcome and Introductions
- III. Information Gathering: Nadine Hodgdon and Pat Wood gave a broad overview of the organization of the Hartford Library. Finances and funding, bookkeeping, town oversight, maintenance of the building and grounds and liability were some of the topics that were discussed.
- IV. Approval of the Minutes: Meeting Minutes from September were unanimously approved without correction following a duly made motion.
- V. Approval of the Treasurer's Report: Internal financial tracking indicates \$12,184 (24.96%) of the budget spent with a balance of \$36,635 remaining. Spending is on track with 29% of the fiscal year gone by. The FY23 July-August town report is in agreement with previously reported internal tracking as well. The Treasurer's Report was unanimously approved without correction following a duly made motion.
- VI. Director's Report: The library continues to require masks. Interlibrary loans in September were 68 and August 82; circulation for September was 684 and August 772. The Friends of the WHL have decorated for Fall including mums and a scarecrow. The Summer Reading Grant and ARPA Grant monies have been received and spent, with required forms submitted to the State of Vermont Library System. The Courier Grant has been sent as well and monies are expected to be received soon, as the grant time starts in November. Indoor Story Time is set to restart on Tuesday at 10 am. It will be announced on the Hartford ListServ and the West Hartford Library facebook page.
- VII. Library Policy Updates: Patti Gray presented a draft of a Materials Selection Policy and accompanying patron form. The draft is largely based on that currently being used by another Vermont library. Trustees were asked to review the draft and be prepared to discuss at the next meeting. The draft of a mission statement for the library was tabled until the November meeting at the request of Laura Brooks.
- VIII. Advocacy Efforts: "Planning for the Future," from the Trustees Manual, was referenced as a starting point for consideration and discussion of long range plans for the library. Patti Gray suggested distributing a survey to current and potential library patrons, which she offered to draft and present at the next meeting.
- IX. Public Comment (none)
- X. Adjournment: 7:30 PM

The next meeting will be on 11/16/22 at 6:00 PM.

Respectfully Submitted,
Sadie Woods
Board Secretary