

West Hartford Library Board of Trustees

Meeting Minutes January 18, 2023

Location: West Hartford Library Community Room

Time: 6:00 PM

Present: Sandie Cary, Laura Brooks, Doug Eisler, Patti Gray, Sadie Woods

Absent: Emily Clough

Guest: Sue Buckholz

- I. Pledge of Allegiance
- II. Meeting called to order at 6:06 PM
- III. Approval of Minutes: The minutes from the 12/14/2022 meeting had been approved prior to this meeting.
- IV. Approval of Treasurer's Report: The WHL financial report reflects 47 % of the budget spent with a balance of \$9782 remaining (after projected expenses). The FY23 July-November town report is in agreement. The Treasurer's Report was unanimously approved, without correction, following a duly made motion.
- V. Director's Report: Masks continue to be required for entry to the library. Interlibrary loans for December were 76 and circulation, 538. The Community Room use included: quilting group, doctor zoom calls, card making classes, office use by patrons, lunch group, Story Time, mahjong and the Book Club. Story Time has been listed in the Valley News calendar. Books removed from shelving to allow tightening have been replaced. Mice traps continue to be used.  
The town has provided a battery for emergency lights, 2 replacement fire extinguishers (replacing 2 that needed to be re-charged) and the filter on the furnace in the front of the library has been changed. The AED is out-of-date and needs to be recharged. Scott Hausler has been notified.
- VI. Library Policy Updates: ***ALL TABLED UNTIL NEXT MEETING***
  - A. Material Selection Policy - 4th presentation
    1. Comments: Completed
    2. Vote to adopt: Tabled
  - B. Mission and Vision Statement - 2nd presentation
    1. Comments: Completed
    2. Vote to adopt: Tabled
  - C. Volunteer Policy - 2nd presentation
    1. Comments: Tabled
    2. Vote to adopt: Tabled
  - D. Key Policy - 2nd presentation
    1. Comments: Tabled
    2. Vote to adopt: Tabled
- VII. Advocacy Efforts:
  - A. Planning for the Future
    1. Becoming a 501(c)3 has been recommended by the town. Discussion proceeded, including the town purchasing policy as the driving force. Additional research will be necessary. In addition, board members will

reach out to the Vermont League of Cities and Towns, the Vermont State Library System for advice and guidance. Finally, board members were asked to review the state statutes and the previous legal decision involving the Town of Hartford and the West Hartford Library.

2. Community Survey - Second draft distributed. Comments and discussion ensued. Patti will make revisions and re-distribute to board members for review prior to the next meeting.
3. Board of Trustees Chair, Laura Brooks, had previously asked to step down following her acceptance of a teaching position at OQS. Patti Gray has offered to replace Laura. A vote to adopt this change in leadership was tabled until after town elections.

VIII. Public Comment: None

IX. Adjournment: 7:44 PM

Next meeting 2/15/2023 at 6:00 PM.