

West Hartford Library Board of Trustees

Meeting Minutes 11/16/2022

Location: Held via Zoom

Time: 6:00 PM

Joined by: Sandie Cary, Laura Brooks, Emily Clough, Patti Gray, Doug Eisler, Sadie Woods

I. Pledge of Allegiance

II. Meeting called to order 6:02 PM

III. Approval of the Minutes: The Minutes from a Special Meeting on 10/27/2022 were unanimously approved, without correction, following a duly made motion.

IV. Approval of the Treasurer's Report: Last town financials were received in August. Internal financial tracking indicates \$15,882 (32.53%) of the budget spent with a balance of \$32,937 remaining. The Treasurer's Report was unanimously approved without correction following a duly made motion.

V. Director's Report: Sandie is continuing to be paid at \$18/hour and not at the new rate previously approved. Emily will update the next internal financial report to reflect this increase. Juvenile bookshelves will need repair. Due to over-filling the sides have become bowed, allowing the shelves to become unstable. John Newton and/or Scott Gray will be asked to inspect and offer a fix. Books will be removed from the shelves until fixed for safety. Sandie is authorized to approve payment for repair up to \$500. The library has had a problem with mice coming in, primarily, through a hole under the fireplace which has been sealed off. Preliminary use of "Have-a-Heart" traps was determined to be ineffective due to the number of mice. A different type of trap has been deployed and is working better. Story Time has re-started, Tuesdays at 10 AM. It will be noted on the West Hartford Library website, the Town of Hartford ListServ and the West Hartford facebook page in an effort to increase attendance.

VI. Library Policy Updates

- A. Selecting and Purchasing: Two drafts have been prepared, one by Laura and the other by Patti. They will cross and compare and present in the final form for Board consideration at the next meeting.
- B. Mission Statement: Two drafts written and emailed, earlier today, for trustees to consider. The mission statement should reflect where an organization "aspires to go." Trustees are asked to read and comment on the materials provided in advance of the next meeting.
- C. Volunteer Policy: Draft provided to trustees via email. Please read and comment in advance of the next meeting.
- D. Key Policy (Late addendum to agenda): Draft provided to Trustees via email. Please read and suggest edits in advance of the next meeting.

VII Advocacy Efforts: Tabled until next meeting.

VIII. Public Comment (none)

Next meeting 12/14/2022 at 6:00 PM.

Meeting adjourned at 7:07 PM.

Respectfully Submitted,

Sadie Woods
Secretary