

West Hartford Library Board of Trustees  
Meeting Minutes December 14, 2022  
Location: West Hartford Library Community Room  
Time: 6:00 PM

Present: Sandie Cary, Laura Brooks, Emily Clough, Patti Gray, Sadie Woods. Absent: Doug Eisler

I. Pledge of Allegiance

II. Meeting called to order at 6:06 PM

III. Approval of Minutes: The minutes from the 11/16/2022 meeting were unanimously approved, without correction, following a duly made motion.

IV. Approval of Treasurer's Report: The WHL financial report reflects 41.31% of the budget spent with a balance of \$10,477 remaining (after projected expenses). The FY23 July-August town report agrees. The Treasurer's Report was unanimously approved, without correction, following a duly made motion.

V. Director's Report: Sandie remains at \$18/hour; not at the new rate previously approved. She will check her next paycheck, as the change is expected by then. Masks continue to be required for entry to the library based on local Covid/Flu/RSV counts. Interlibrary loans for October were 539 and November, 634. The Community Room continues to be used by a variety of groups, including but not limited to: Book Club, Quilting Group, MD Zoom calls, Card Making Classes, Lunch group, Story Time, office use (by patrons) and an Artist Demonstration and Show. John Newton was able to tighten shelving in the Juvenile Section which had become loose and bowed. There was no expense, as his time was donated. No additional mice have been caught in the library. A printer which had been in use for 8 years needed to be replaced with one purchased from Staples and has been installed.

VI. Library Policy Updates:

- VII.
- A. Materials Selection Policy - 3rd 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. Community Survey - Initial draft distributed. Comments and discussion Tabled.
  - 2. Review of Hartford Library's Presentation – Tabled

VIII Executive Session - by unanimous vote following duly made motion.

A. Directors holiday bonus: A duly made motion was unanimously approved to give the Library Director a one-time \$300 bonus.

IX. Public Comment: None

X. Adjournment: 7:50 PM

Next meeting 1/18/2023 at 6:00 PM