

West Hartford Library
Meeting Minutes 9/21/2022

Present: Laura Brooks, Emily Clough, Doug Eisler, Sadie Woods, Sandie Cary, Barbara Gherardi

1. Pledge of Allegiance

The meeting was called to order at 6:06 PM.

2. Public Questions or Comments

B.Gherardi noted that she had been unable to find previous meeting minutes on the town website, 2) inquired as to whether the West Hartford Library budget for fiscal year 2022 had been approved by the town and 3) had completed a read-through of the first draft of the town charter and noted the absence of a provision requiring trustees to be elected.

3. Secretary's Report

Upon motion duly made, the minutes of the September 2022 meeting were approved without correction.

4. Treasurer's Report

A town report for current fiscal year 23 is not available to date. The West Hartford Library financial report reflects 21.31% (\$10,402) spent with a balance of \$38,417 remaining. Spending is on track with 21% of the year gone by. Upon motion duly made, the Treasurer's Report was approved without correction.

5. Executive Session

Upon motion duly made and approved, the board moved into Executive Session.

6. Votes

- a. Salary and Holidays
 - i. A duly made motion was unanimously approved to grant an increase to the Library Director of \$1.35/hour to \$19.35/hour, based on cost of living and merit increases.
 - ii. A duly made motion was unanimously approved to add 5 federal holidays (of 11 total) to the current paid holiday schedule. These additional 5 holidays will be paid if and when they fall on scheduled work days.
- b. Purchasing Policy Amendment
 - i. A duly made motion was unanimously approved stating that the West Hartford Library purchasing process shall entrust the Director with the authority to make purchases of multiple items totalling up to \$499.99 from

a single vendor at one time without pre-approval of the board. Additionally, the Library Director has the authority to make purchases of individual items of up to \$199.99 at her discretion and without board pre-approval. This motion will retroactively go into effect as of the start of the 2023 fiscal year. Receipt of all purchased items will be verified by a member of the Board of Trustees.

Additional discussion, including the **Director's Report, Old Business and New Business** were tabled until the October 2022 meeting. The meeting was adjourned at 8:03 PM. A special meeting is scheduled for Friday, September 23, 2022 at 7:00 PM via Zoom (Meeting ID: 910 8428 4642/Passcode: 249850) for the express purpose of voting on the approval of these September 2022 meeting minutes.

Respectfully submitted,
Sadie Woods, Secretary