

West Hartford Library Board of Trustees Meeting Minutes

Date: September 19, 2023

Time: 6:00 p.m.

Location: West Hartford Library, Community Room

Present: Laura Brooks, Sandie Cary, Emily Clough (via Zoom), Doug Eisler, Sadie Woods

Guests: Courtney Brockett

- I. Called to order at 6:16 PM, Pledge of Allegiance.
- II. Welcome and Introductions: Courtney Brockett introduced. Invited to attend tonight's meeting and interview with Trustees for a part-time Library Assistant position.
- III. Approval of the Minutes: Upon duly made motion, meeting minutes of August 24, 2023 were approved without correction.
- IV. Approval of the Treasurer's Report: The West Hartford Library financial report reflects 21% of the budget spent with a balance of \$40,735 (before payroll and PO projections); the report is in agreement with the town financial report, which includes expenses through 7/31/2023. Upon duly made motion the Treasurer's Report was approved without correction.
- V. Director's Report: Covid cases appear to be increasing in the local area. Masks remain recommended but not required by the library. ILL in August was 74; Circulation was 702. The Community Room continues to see use as noted in previous meeting minutes. The new website continues under construction. Tuesday 9/11 marked the end of a very successful Farmers Market season under the direction of Laura Brooks. The Summer Reading Grant report is being written, due mid-October. The Courier Grant application is in. Notice from the state regarding the Capital Improvement Grant remains pending. A presentation to the Select Board is now scheduled for 10/17; the **2024/2025 Appropriation Request** is to be submitted at that time. The current library schedule is Tuesday 9-6, Wednesday 9-6 and Thursday 9-5, only. A part-time position is open on Monday 12-6. Trustees were staffing Saturday 9-12, but other obligations made this challenging to sustain and it is hoped other volunteers can eventually open on Saturdays. The fire department has completed an on-sight inspection. They were notified that the AED was not working; the fire department did not offer to replace it due to cost.
- VI. New Business
 - A. Website Update: Sandie will contact Anna Fleishman, who has been volunteering her help to get the new site up and running.
 - B. New Hire Discussion: Upon duly made motion, the Board approved the offer of a part-time library assistant position to Courtney Brockett at a rate of \$17/hour. Additionally, the Board approved an increase to \$22/hour for the Library Director, effective 10/1/2023. Vacation and sick time benefits will be prorated based on a decrease from 32 to 26 hours/week, effective immediately. Finally, an end of the year bonus of \$300 was approved, following a duly made motion to be paid to the

Director in the Dec 2023 paycheck.

C. Performance Review of Director and Self-Review of Board of Trustees: Tabled.

D. Upon motion duly made, a 2024-2025 **Town of Hartford Appropriation Request** of \$54,014 was approved and will be submitted to the Select Board on 10/17/2023.

X. Public Comment: None

XI. Move to Executive Session at 7:22 PM.

XII. Adjournment - 7:48 p.m. Next meeting Wednesday 10/18/2023 at 6:30 PM.