

West Hartford Library Board 6:00pm

WHL Community Room

Present: Sandie Cary, Doug Eisler, Karen Powell, Mary Smith

The meeting was called to order at 6:27 pm.

Pledge of Allegiance

Approval of Minutes

Doug motioned to approve the minutes from the November 20th meeting.

Karen seconded the motion, all approved.

Approval of the Treasurer's Report

The West Hartford Library financial report reflects 44% of the budget spent with a balance of \$30,028 (before future Payroll and PO projections). We received the Town financial report reflecting expenses through 12/18/2024, and our report matches town reports received to date.

New Business

First item of New Business was the presentation of the following policies for review:

I. Review/Approve Materials Acquisition

II. Materials Review Request Form

III. Volunteer Policy policies

Doug presented the above policies for review, revisions were made to various items, and this has been tabled to vote on next meeting.

Board Member updates: Doug Eisler will continue as Chairman ProTemp. Mary made the motion to Re-instate Doug, Karen Seconded the motion, all were in favor. Board members next discussed upcoming elections. Karen will formally run for a 2 year term. Mary will formally run for a 5 year term.

Next item of new business was the removal of former board members from Google Drive.

At this time, all but one former board member has been removed from Google Drive. Emily Clough will remain for the time being.

Also in new business was the consideration of a storage shed. The board discussed limitations on where a shed could be placed.

Final item of new Business was the discussion of the potential of future large group/community gatherings at the library. Easter mentioned as possible gathering opportunity.

Director's Report

Book club continues to be popular at the Library, with the current selection being Frozen River by Ariel Lawson. Interlibrary loans for the month of December was 153, and circulation of items in december was 542. This includes interlibrary loans checked out to other libraries and renewals. The Community room has continued to see use from various groups. Mahjong will be meeting on the 1st Sunday of every month. Pie Fest will return on February 23rd with the Clough family reunion. Sandy's quilting group will be making baby quilts to donate to New Beginnings.

Corey came out to check lights that are out in the library, the Town will be getting an electrician to come and look at them since they are wired in and do not have replaceable bulbs.

The state report for calendar year July 1st 2023 to June 30 2024 is due, and on track to be submitted on

time next week.

There was an issue with the Hartford Post Office concerning our PO Box. Our PO Box will now be #14. Mail will be forwarded to the new address, and notifications sent as mail arrives to ensure that every has the new address.

The Board has given Emily Clough permission to budget for a cost of living increase for Sandy, this will be voted on next meeting.

Old Business:

Concerning Key loaning/lock box:

Doug has sent an email to Scott Housler about a lockbox for outside the library. Scott said that he would look into it and contact the town manager.

Regarding key return from former board members:

Doug is reaching out to Laura about her key.

Google Drive access:

Board members met with Emily Clough prior to meeting, she went over topics such as how to access Google Drive from Gmail and navigating the shared folder.

The meeting was adjourned at 7:36pm.

The next meeting will be on 2/26 at 6:00 PM.

Respectfully submitted,

Mary Smith

Board Secretary