

West Hartford Library

Trustees Meeting

Tuesday, May 14, 2019

Present: Judith Roberts, Sadie Woods, Harry Dorman, Gerda Gofberg; Director: Sandie Cary

The meeting was called to order at 11:06 AM, and the Pledge of Allegiance given.

Public Comments: none.

Secretary's Report: Upon motion duly made and seconded, the minutes of the April, 18, 2019 meeting were approved.

Treasurer's Report: Dorman reviewed the latest statement from Town of Hartford, noting that as of end of April, \$30,800 of the \$47,000 budget had been expended. He also reported a very productive meeting with Gail Ostrand. A computer has been purchased for the library, using 2018 encumbered funds.

Director's Report: Cary reported on volume statistics for April, indicating a higher usage. The craft nights continue to be very popular, and the community room is well used. The Friends are very supportive, recently sponsored children's and young adult award books. They are also assisting with the courier expense and will be working with the Hartford Garden Club to maintain the monument garden.

The White River Rotary Club has reached out to the library with an application for funding.

Coffee with a Cop was successful, with at least 7 police officers, as well as the town manager in attendance. During that event the Community Coalition collected outdated medicines for proper disposal.

Summer activities will include potato planting, summer program for the children with performers during the Farmers Markets days (which begin in June).

In other news, the town's cleanup of the library yard was done, and a patron has donated 2 bags of brand new books.

Old Business and New Business combined:

Sick Leave and Vacation Policy was discussed and a motion was made, seconded and approved unanimously:

Vacation and Sick Leave Policy for the Director, West Hartford Library

Annually, the Director shall be provided, based on a 32 hour work week, 2 weeks of vacation, and 77 hours of sick leave. These are to be awarded without accrual, at the beginning of the fiscal year (July 1). These benefits shall not be carried over into the next fiscal year.

Sick leave is not discretionary and may be used to take physical exams, meet dental appointments, attend to other medical needs and the medical needs of immediate family members.

A discussion on spending needs through the end of the fiscal year occurred, with several suggestions for library needs, such as books, picture frames, storage units, ipads.

Also, the board discussed the present practice of the library director's need to use her own credit cards for purchases, and then submitting invoice to the town for repayment. A motion was made to meet again with town officials to reopen the credit card issue (in August). The motion passed with 3 ayes and 1 abstention (Harry Dorman).

Upon motion duly made and seconded, the meeting was adjourned at 12:28PM. The next meeting will be on Tuesday, June 18, 2019 at 10:30 am at the West Hartford Library

Respectfully Submitted, Gerda Gofberg, Secretary

These are draft minutes, subject to review