

West Hartford Library Trustees
West Hartford Library
May 16, 2018

Present: Judith Roberts, John Newton, Harry Dorman; Friends: Barbara Gherardi; Director: Sandi Carey;

The meeting was called to order at 6:05 and the Pledge of Allegiance given.

Public Comments: none

Treasurer's report: Newton reported that as of 4/15 a balance of \$15,849 remained and that expenses were 66.7% of those budgeted. Opportunities for expenditure were discussed. Upon motion duly made and seconded the board voted to purchase additional shelving [approximately \$5700] as discussed in the March meeting.

Secretary's Report: Upon motion duly made and seconded, the draft minutes of the March 21, 2018 meeting were approved.

Friend's Report: Gherardi noted that the date of 8/18 has been selected for the West Hartford Library Village party to celebrate the end of the reading program with a barbecue [hosted by the Friends], a bouncy house and other happenings.

Director's Report: Carey reviewed the monthly statistics, current community room usage and programs. She thanked the Friends for their continued support. Cary provided an update on maintenance and grounds issues and expressed appreciation for volunteer support. She noted recent contributions made for the use of the community room. Regarding the library, the courier service is working very well, permission has been received for the Farmer's Market beginning June 6, performer Jerry Schneider will be coming June 27 to kick off the summer reading program – theme: Libraries Rock. She will accept help in identifying opportunities for ideas in support of the theme. She reported on the meeting between Lara Keegan of the State Library system and trustees on May 14. Finally Carey asked the board for a performance review. She noted that she will begin her fourth year on June 1, and has not received a review nor an adjustment in compensation in that time. It was noted that budgets had included a 3% increase in compensation, but action to increase the Director's compensation had not been taken. Upon motion duly made and seconded, the board voted to increase the salary of the Director by 3% effectively immediately and to undertake a performance evaluation in June 2018.

New business: Dorman requested that Carey undertake a self evaluation which would provide a basis for her evaluation, understanding that absent a strategic plan for the library, or well defined goals and objectives would make it more difficult. He also suggested that the board begin to complete a "Calendar of Yearly Tasks" so that the work required by the Board will be completed. These would include but not be limited to budget submission, the Director's evaluation, by-laws review and annual report submission. Other matters should be added as noted. As last year's by-laws review was done in June, Roberts asked that members review the by-laws for next month's meeting.

Other Business: none.

Upon motion duly made and seconded, the meeting was adjourned at 7:00. The next meeting will be on Tuesday, June 19 2018 at the West Hartford Library.

Respectfully Submitted
Harry Dorman, Secretary