

**West Hartford Library**

**Trustees Meeting**

**Tuesday, October 22, 10:30AM**

Present: Judith Roberts, Jeff Moreno, Harry Dorman, Gerda Gofberg; Director: Sandie Cary

The meeting was called to order at 10:29 AM, and the Pledge of Allegiance given.

**Secretary's Report:** Upon motion duly made and seconded, the minutes of the August 22, 2019 meeting were approved.

**Treasurer's Report:** Harry Dorman received report from the town: \$7,908 was spent out of the budget of \$46,000, approximately 17%.

**Director's Report:** The craft nights continue to be very popular, and the community room is well used. Farmers Market has wound down. The potato and herb garden has been put to bed. The book club continues to draw new members. Bicyclists from Back Roads have been coming to the library frequently, and all seem to appreciate our village library. The 2 new computers are here and operational. We await the ipads. Sandie has reached out to the Ottuaquechee school librarian about giving the school's West Hartford students library cards.

Sandie attended the Red Clover conference and will be attending a refresher course on cataloguing. There are 2 new volunteers. John Newton crafted some new shelving. The Friends, who continue to be very supportive, will be hosting the Halloween Party at the library on Friday, the 25<sup>th</sup>.

**New Business:** The preparation of the operating budget for the FY21 year to be presented to the town manager was discussed:

| <b>Category</b>      | <b>FY21</b>        | <b>FY21<br/>Notes</b> |
|----------------------|--------------------|-----------------------|
| Salaries             | \$28,376.50        | +3%                   |
| Workers              |                    |                       |
| Compensation         | \$150.00           |                       |
| Travel & Meetings    | \$500.00           |                       |
| Meeting Room         |                    |                       |
| Membership & Dues    | \$1,350.00         |                       |
| Library Programs     | \$2,000.00         |                       |
| Books & Periodicals  | \$8,951.99         | +3%                   |
| Materials & Supplies | \$2,632.94         | +3%                   |
| Telephone            | \$480.00           |                       |
| Office Equipment     |                    |                       |
| Overtime             | \$700.00           |                       |
| Coverage             | \$1,200.00         |                       |
|                      | <b>\$46,341.43</b> |                       |

The proposed operational budget is slightly less than the FY20 budget (\$46,400). Upon motion duly made and seconded, the board voted acceptance of this operating budget.

**At 11:18 the board went into Executive Session, including the Library Director, Sandie Cary.**

This was spent with Sandie presenting her self-evaluation.

**At 11:34, Sandie Cary exited the session, and the board continued with the session, completed at 11:46.**

The trustees then discussed the evaluation questions they had received last month. A unanimous decision was reached. The director's performance has been outstanding with the result being the increased use of the library as a library and as a community center.

**At 11:46 the executive session was closed.**

A motion was made, seconded and passed to increase Sandie's salary by 3%, effective the next pay period.

**The meeting officially closed at 11:48. The next proposed meeting will be Tuesday, November 19, at 10:30AM.**

Respectfully Submitted, Gerda Gofberg, Secretary

THIS IS A DRAFT