

West Hartford Library Trustees
West Hartford Library
October 24, 2018

Present: Judith Roberts, Jeff Moreno, Harry Dorman; Director: Sandie Carey

The meeting was called to order at 10:05 and the Pledge of Allegiance given.

Public Comments: none

Secretary's Report: Upon motion duly made and seconded the minutes of the September 18 2018 meeting were approved.

Treasurer's Report: A report from the Town indicated that through September, 17.7% of the budget had been expended.

Director's Report: Carey noted on current statistics. Shelving is in and books reorganized. Farmer's market had 1318 attendees over the four months. The Town concurs with the plan to host a winter event. The Town has also requested notification regarding the vacation and sick leave time accorded the Director. Dorman will send a note.

Friend's Report: none

Old Business: none

New Business: The balance of the meeting was to prepare the FY 20 operating budget for submission to the Town Manager and ultimately the Selectboard. Accounts from the previous year were reviewed, discussed and recommended as below for the proposed budget, understanding Town guidelines of not to exceed 3% overall and a cola of 2,25%.

Salaries: \$27,550.13 [current salary + 3%]

FICA: \$1928.51 [7% of salary]

Workers compensation: \$150 [no change]

Travel and Meetings: \$500 [- \$100]

Membership and Dues: \$1200 [no change]

Meeting Room and Library programs: \$2000 [no change]

Books and Periodicals: \$8691.24 [current + 2.25% cola]

Postage: \$350 [no change]

Materials and Supplies: \$2556.25 [current + 2.25% cola]

Telephone: \$480 [no change]

Overtime: \$700 [no change]

Coverage: \$1200 [no change]

Total: \$48306.14 [FY 19 - \$47,300.04] Increase of \$1006.10 [2.13%]

Upon motion duly made and seconded, the board voted to appoint Judy Roberts as the second signer for the Purchase Card Tracking form.

Upon motion duly made and seconded, the meeting was adjourned at 11:00.

Respectfully submitted, Harry Dorman, Secretary _____ Approved 12/19/18
signed