

West Hartford Library Trustees
West Hartford Library
June 15, 2016

Present: Trustees: Tom Hazen, Judith Roberts, Jeff Moreno, Harry Dorman; Selectboard Liason: Sandy Mariotti; Public: Alice Hazen, Barbara Gherardi

The meeting was called to order at 6:07 and the Pledge of Allegiance given.

Public Comment: none

Secretary's Report: The minutes of the May 18, 2016 meeting were approved. Dorman to verify emails of members for minute distribution – some had not received them prior to the meeting.

Treasurer's Report: Hazen noted that Newton [in absentia] had asked for more current reporting from the town. Seeking clarification, Mariotti will email Newton for specifics.

Director's Report: As Cary was absent, Dorman read her report. She reported on Library activity for the last month. Attendance and circulation are similar to the previous month. Also noted was community room activity: after school program for youth, meeting activity, a tree planting on the 23rd, continued support of the Friends for summer program support and the village party in August, receipt of shelving and the need for help to put in place, assistance of the fire department in restoring the flag, maintenance of the Bridge Memorial Garden by Carol Lane and the Hartford Garden Club, recent continuing education and the contribution of 12 boxes of books [published in 2106] from Joanna Long of Pomfret. In addition, she reported that Tad Nunez, Parks and Recreation, indicated that the automatic door opener will be fixed on the 16th. She also requested the Board consider purchase of shades for the large window facing south and an air conditioner to ease the heat in the building during the summer months. In follow up to previous issues with the facility, Mariotti will email the Town Manager regarding the leaking chimney and check with him also about the status of an air conditioner. She noted that she has yet to schedule a meeting with Directors of Libraries due to computer difficulties. She was also asked to look into the Town's work order system which would enable the Director to more readily access and follow up on requests made by the library. In response to the Director's request, the Board, upon motion duly made and seconded, voted to expend the funds necessary to purchase and install the classic woven wood shades.

Old Business: Hazen noted that as Cary has been in her position for a year, it was time to conduct her annual performance evaluation. Moreno expressed concern that she be aware of the criteria against which she would be evaluated. Hazen noted there was, in place, a process which would begin with her self evaluation and from which the board would conduct its evaluation.

Roberts discussed her [and The Friends efforts] to improve the grounds around the facility. She had scheduled a meeting with Nunez, in the next week and asked whether Gherardi might attend. She also requested that she be designated as the Board's representative in order to ease Nunez' concern about with whom he was working. She received that designation. Roberts and Gherardi will meet with Nunez. He will also be asked to attend the next meeting of the Board to discuss what it is that the Board may expect regarding support for the grounds from Parks and Recreation.

New Business: Moreno reported on the June 2 meeting to arrange for the Village Party to be held on August 13.

The next meeting will be held on July 13, 2016 [as opposed to the regularly scheduled July 20] in order to accommodate vacations.

Upon motion duly made and seconded, the meeting was adjourned at 6:47.

Respectfully submitted,
Harry Dorman, Secretary