

West Hartford Library

Meeting Minutes 5/20/2021 4 PM

Present: Sandie Cary, Judy Roberts, Emily Clough, Doug Eisler, Sadie Woods, Veronica Golden (guest), Barbara Gherardi (Friends of West Hartford Library), Alice Hazen (patron)

Absent: Gerda Gofberg

The meeting was called to order at 4:05 pm

Secretary's Report

Upon motion duly made and seconded, the minutes of the April 2021 meeting were approved without correction.

Treasurer's Report

At the end of March, YTD expenditures were \$ 30,862. This is approximately 67% of the yearly budget and on target with approximately \$15,478 remaining. Upon motion made and seconded, the Treasurer's Report was approved without correction.

Director's Report

The West Hartford Library remains open to patrons; the previous requirement for having an appointment has been removed. Masks will continue to be required with special consideration given to use of the library by children. A limit on number of patrons in the library at any given time remains at 5 with a 15 minute limit; computer use is 30 minutes. A record of patron's names continues to be kept by the Library Director, discarded after 30 days per state and federal requirements, until approximately 7/1.

Continuing: Curbside service, Take home crafts, Book Group, Craft Group, Interlibrary loan (108 books, audios or movies). Circulation in past month was 823. Gardening at the library being readied including delivery of dirt, mulch and new planters.

Old Business:

All required paperwork has been submitted to the town for payment to John Newton for shelving with installation.

Sandie continues preparations for summer reading programming for children, "Tales and Tails." Additional information forth-coming.

New Business:

A motion was made and unanimously approved, to increase the hourly rate for the Library Director, effective 7/1/2021.

A balance of approximately \$6,000 remains in the current budget. A motion was made and approved to purchase a printer and a computer with these funds. Sandie will purchase other supplies with the unspent portion, as needed.

Doug and Emily to consider factors concerning the possible resurrection of the Wednesday Farmer's Market. Discussion tabled until June meeting. The idea of a Saturday Flea Market was also suggested.

Judy Roberts tendered her resignation at today's meeting and will be moving to the Westminister, VT area. Veronica Golden, a patron who has expressed an interest in filling a board position, is in attendance today. She will contact the town and begin her application with anticipated appointment to the board pending. Veronica currently works at the Hartness Library and is a West Hartford Library volunteer.

Emily Clough was nominated and unanimously approved, as the new Board of Trustees Chair. Emily assumed the position effective with the close of today's meeting, from Judy Roberts.

The Next meeting will be 6/17/2021, at 4:00 PM. The meeting was adjourned at 5:30 PM.

Respectfully Submitted,

Sadie Woods

Secretary

From: [Emily Clough](#)
To: [Emily R. Clough](#)
Subject: Fwd: West Hartford Library - Your response requested please
Date: Tuesday, June 22, 2021 8:57:21 AM

----- Forwarded message -----

From: **D & A Eisler** <amberdoug@protonmail.com>
Date: Mon, Jun 21, 2021 at 7:17 PM
Subject: Re: West Hartford Library - Your response requested please
To: <emily.r.clough@gmail.com>

I approve of the amended May minutes which now includes the approved rate of \$18.00 per hour pay increase for the West Hartford librarian.
Douglas Eisler

Sent from ProtonMail mobile

----- Original Message -----

On Jun 21, 2021, 6:31 PM, Emily Clough <emily.r.clough@gmail.com> wrote:

Dear West Hartford Library Board Members,
I am writing to ask the board members to email me their approval of the following change in the May 2021 minutes: we updated the May Minutes to reflect the actual amount of the West Hartford Library Director's pay rate as this was not included in the original minutes.

Do you approve of the amended May minutes which now includes the **approved** rate of \$18.00 per hour? Please include this email in your response to me.

The updated minutes are attached for your reference.

Thank you kindly.

Emily

From: [Emily Clough](mailto:Emily.Clough)
To: [Emily R. Clough](mailto:Emily.R.Clough)
Subject: Fwd: West Hartford Library - Your response requested please
Date: Tuesday, June 22, 2021 8:57:08 AM

----- Forwarded message -----

From: **Sadie Woods** <sswoods5309@gmail.com>
Date: Mon, Jun 21, 2021 at 8:03 PM
Subject: Re: West Hartford Library - Your response requested please
To: [Emily Clough](mailto:emily.r.clough@gmail.com) <emily.r.clough@gmail.com>
Cc: [Gerda Gofberg](mailto:gofberggerda@gmail.com) <gofberggerda@gmail.com>, [Doug Eisler](mailto:Doug.Eisler@protonmail.com) <amberdoug@protonmail.com>, <Veronica.m.golden@gmail.com>

Yes, I approve.

On Mon, Jun 21, 2021, 6:31 PM [Emily Clough](mailto:emily.r.clough@gmail.com) <emily.r.clough@gmail.com> wrote:

Dear West Hartford Library Board Members,

I am writing to ask the board members to email me their approval of the following change in the May 2021 minutes: we updated the May Minutes to reflect the actual amount of the West Hartford Library Director's pay rate as this was not included in the original minutes.

Do you approve of the amended May minutes which now includes the **approved** rate of \$18.00 per hour? Please include this email in your response to me.

The updated minutes are attached for your reference.

Thank you kindly.

Emily

From: [Emily Clough](mailto:Emily.Clough)
To: [Emily R. Clough](mailto:Emily.R.Clough)
Subject: Fwd: West Hartford Library - Your response requested please
Date: Tuesday, June 22, 2021 8:56:55 AM

----- Forwarded message -----

From: **Gerda Gofberg** <gofberggerda@gmail.com>
Date: Tue, Jun 22, 2021 at 6:22 AM
Subject: Re: West Hartford Library - Your response requested please
To: Sadie Woods <sswoods5309@gmail.com>
Cc: Emily Clough <emily.r.clough@gmail.com>, Doug Eisler <amberdoug@protonmail.com>, <Veronica.m.golden@gmail.com>

Yes, I approve. Gerda

On Mon, Jun 21, 2021 at 8:03 PM Sadie Woods <sswoods5309@gmail.com> wrote:
Yes, I approve.

On Mon, Jun 21, 2021, 6:31 PM Emily Clough <emily.r.clough@gmail.com> wrote:

Dear West Hartford Library Board Members,
I am writing to ask the board members to email me their approval of the following change in the May 2021 minutes: we updated the May Minutes to reflect the actual amount of the West Hartford Library Director's pay rate as this was not included in the original minutes.

Do you approve of the amended May minutes which now includes the **approved** rate of \$18.00 per hour? Please include this email in your response to me.

The updated minutes are attached for your reference.

Thank you kindly.

Emily

Karen McNall

From: Emily Clough <emily.r.clough@gmail.com>
Sent: Tuesday, June 22, 2021 9:11 AM
To: Paula Nulty; Karen McNall; Gerda Gofberg
Subject: West Hartford Library Board approval - May Minutes with amendment
Attachments: Director salary increase approvals 2021Jun22.pdf

[EXTERNAL EMAIL: DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Dear Paula and Karen,

As you are aware, we updated the May Minutes to reflect the actual amount of the West Hartford Library Director's pay rate as this was not included in the original minutes. I understand that you need board approval of the amended minutes. We would prefer to not wait until the next meeting to do this. Thus, we have done this approval via email. Three members of the board have sent their email approval of the amended May minutes which now includes the **approved** rate of \$18.00 per hour for Sandie. Attached are the emails with their approvals (note that this attachment is multiple pages). I am also stating my approval here in this email - I approve the amended May minutes which includes the new rate of \$18 for the West Hartford Library Director.

Please let Gerda or me know if this is acceptable or if you have any questions.

Thank you so much for your help.

Emily

----- Forwarded message -----

From: Paula Nulty <pnulty@hartford-vt.org>
Date: Mon, Jun 21, 2021 at 8:58 AM
Subject: RE: MeetMinMay 2021
To: Gerda Gofberg <gofberggerda@gmail.com>

Thank you. Once these edited minutes are approved at a subsequent meeting, I will make the pay rate adjustment, retroactively. Please send the approval of the minutes as soon as they are available.

Paula

Paula M. Nulty

Director of Human Resources

Executive Assistant to the Town Manager

Town of Hartford

171 Bridge Street

White River Junction, VT 05001

(802)281-0596

From: Gerda Gofberg (via Google Docs) <gofberggerda@gmail.com>

Sent: Monday, June 21, 2021 8:33 AM

To: Paula Nulty <pnulty@hartford-vt.org>

Cc: Karen McNall <kmcnall@hartford-vt.org>

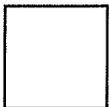
Subject: MeetMinMay 2021

[EXTERNAL EMAIL: DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

gofberggerda@gmail.com attached a document



gofberggerda@gmail.com has attached the following document:



Hello, the Librarian's pay rate was approved by the board at the May meeting. This rate of \$18.00 per hour has been added to the May board minutes. Thank you, Gerda Gofberg, Treasurer



MeetMinMay 2021