

## West Hartford Library Trustees Meeting

Tuesday, June 2, 2020, 2:00 PM

Present: Judy Roberts, Harry Dorman, Sadie Woods, Gerda Gofberg; Director: Sandie Cary, Friends: Barbara Gherardi, Alice Hazen

The meeting was called to order at 2:02 PM, and the Pledge of Allegiance given.

**Secretary's Report:** Upon motion duly made and seconded, the minutes of the February, 2020 meeting were approved.

**Treasurer's Report:** Harry Dorman reported that estimated expenses through the end of May, 2020, will total \$40,200, and we may have \$1500 - \$2000 remaining at the end of the year. He also reported that the use of encumbered funds must be used only for the requested object.

Our charge for Workman's compensation is **3%**.

**Director's Report:** Sandie Cary has been exceptionally busy since the library closed on March 17. Much of her working hours have been at her home, cataloguing, processing new books, etc. She also has spent time at the library and will spend more now getting ready to reopen. She has been doing curbside service. Much must be done before patrons can be allowed inside the library, decluttering, moving furniture to allow for social distancing. A grant from the state library system will give her a plexi-glass shield for her desk and hand sanitizer.

The state of Vermont has decreed that libraries can be opened to patrons as of June 1. Sandie has written up an opening plan to be submitted to the town for approval. The plan allows for limited hours and no more than 4 people inside at any one time. The computer use will be limited, bathroom will not be public and the community room closed. Other measures include care taken in checking books in and out, only using the main entrance, and quarantining all books before releasing them to patrons. Patrons will be required to wear a mask inside the library. The only staff member will be Sandie, and no volunteers will be allowed.

A motion was made, seconded and approved that pending town approval, the library will reopen on Tuesday, June 16, and the hours will be Tuesdays, Wednesdays and Thursdays, 10-12, 3-6.

In other news, Burlington Communications raised the possibility of our library hosting a radio transmitter for police and fire department. New award books sponsored by the Friends have been processed. 2 new picnic tables were purchased which will allow outside seating for patrons.

Sandie also requested that she work a few extra hours the next 2 weeks to get ready for the opening, and the board accepted.

**New Business:**

A motion was made, seconded and accepted that Sandie Cary be given 77 hours of sick leave for the coming year, and that since she has reached 5 years as director, her vacation time be increased to 3 weeks.

A motion was made, seconded and accepted that encumbered funds, if any, be used to replace Sandie's computer and secondly, purchase more ipads.

**The Next meeting will be June 24, at 10:30 AM. The meeting was adjourned at 3:23PM.**

Respectfully Submitted, Gerda Gofberg, Secretary