

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES Draft
Monday, January 27, 2020 6:00 p.m.
Board Room, Noah Webster Library

1. CALL TO ORDER

President Patty Farrah called the Library Board to order at 6:00 p.m. Present were Board Members Jean Martin and Jill Spear, Library Director Martha Church, and Janet Valencis, recorder. Members David Brandwein and Anne Donovan were absent.

2. ADDITIONAL AGENDA ITEMS - none

3. PUBLIC COMMENT - none

4. APPROVAL OF THE CONSENT AGENDA (Items 5 & 9a i, 9a ii, 9a iii.)

MOTION: On a motion made by Jill Spear and seconded by Jean Martin, the Board unanimously approved the Consent Agenda.

5. THE MEETING MINUTES of November 25, 2019 were approved as part of the consent agenda.

6. PRESIDENT'S REPORT

- a. MOTION: On a motion made by Jill Spear and seconded by Jean Martin, the Board unanimously went into executive session at 6:20 pm.

The board ended executive session at 6:40 pm.

7. OLD BUSINESS

- a. Second Quarter Library Statistics were reviewed.
- b. The strategic plan update was discussed.

8. NEW BUSINESS

- a. Library Staff Training Day.

MOTION: On a motion made by Jill Spear and seconded by Jean Martin, the Board approved the closing of the library on Friday March 20, 2020 for a staff training day.

b. FY21 Budget Presentation

Martha presented the FY21 budget that was discussed with the Town Manager earlier today.

9. DIRECTOR'S REPORT

a. November 2019 and December 2019 Reports, submitted:

- i. Library Administrative Report
- ii. Budget Report
- iii. Circulation Statistics (issued quarterly)

b. Current Month Briefing.

- The video of the author visit in October Chimamanda Adichie has been viewed thousands of times.
- The Art Gallery Show – Trees held a reception earlier in the month for 75 people.
- The WiFi Hotspots have been rolled out, staff are trained and there is information on the library website.
- As the date approaches the library will help publicize the 2020 census. Staff will wear Census 2020 buttons, a note will be on the bottom of patron checkout receipts reminding them about the census and all public computers will have a census link.
- Staff attended a webinar on First Amendment Audits, which are becoming more common in libraries.

10. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:12pm. The next scheduled Board Meeting is February 24, 2020.

Respectfully submitted,

Patty Farrah, Secretary Pro Tem
West Hartford Library Board