

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES Draft
Tuesday, March 26, 2019 6:00 p.m.
Bishops Corner Library

1. CALL TO ORDER

President Jill Spear called the Library Board to order at 6:00 p.m. Present were Board Members David Brandwein, Anne Donovan, Patty Farrah and Jean Martin, Library Director Martha Church, and Janet Valencis, recorder. No one was present from the public.

2. ADDITIONAL AGENDA ITEMS – none.

3. PUBLIC COMMENT – none.

4. APPROVAL OF THE CONSENT AGENDA (Items 5 & 10a I, 10a ii, 10a iii.)

MOTION: On a motion made by Anne Donovan and seconded by David Brandwein, the Board unanimously approved the Consent Agenda.

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

6. PRESIDENT’S REPORT

- a. Jill attended the Library Staff Day on Friday March 22, 2019. She was impressed with the speakers, staff member engagement in learning and attendance numbers.

7. ACTION ITEMS

- Election of Officers for 2019-2020

Nominations:

Chairperson	Patty Farrah
Vice Chair	Anne Donovan
Secretary	David Brandwein

MOTION: On a motion made by David Brandwein and seconded by Jean Martin, the Board unanimously elected the new slate of officers.

After the election the new president, Patty Farrah, took control of the meeting.

8. OLD BUSINESS:

- a. Key Performance Measures and Metrics for Director’s Review

Martha discussed various roles that our partners play. The Library Board is in a governing role. Martha described the state library’s collection and aggregation of library data. She asked board members to investigate the data and tools available on the State Library [website](#) to see what data/reports would help inform the board in their governing role. Martha will invite Rebecca Nugent to the April meeting

to discuss turnover rate and what the West Hartford Library is doing to improve our turnover rate.

9. NEW BUSINESS

a. Program Policy Review

The policy revision were discussed. A vote was tabled till the next meeting.

10. DIRECTOR'S REPORT

a. February Report, submitted:

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

b. Current Month Briefing.

The Year of Happiness Initiative kicked off on March 20, 2019. Programs will be scheduled each month for this initiative. The Librarian 1 position posting has closed and there were over 30 applicants. The interview panel has been scheduled. Aggie Monahan will be speaking at the Computers in Libraries national conference about the preservation of "born-digital" documents. The West Hartford Public Library is part of a national grant exploring this growing field.

The library staff day on March 22, 2019 was attended by close to 60 employees. The day's speakers were the West Hartford Police, the CT Data Collaborative, and Mindfulness in the Workplace.

c. Freedom of Information Training Report was presented by Janet.

11. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:27 pm. The next scheduled Board Meeting is Monday April 22, 2019.

Respectfully submitted,

David Brandwein
Board Secretary