

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES Draft

Monday, January 28, 2019 – 6:00 p.m.

Board Room, Noah Webster Library

1. CALL TO ORDER

President Jill Spear (via Conference call) called the Library Board to order at 6 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. PUBLIC COMMENT - none

3. APPROVAL OF THE CONSENT AGENDA (Items 4 & 8a I, 8a ii, 8a iii.)

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

4. THE MEETING MINUTES of November 26, 2018 and December 17, 2018 were approved as part of the consent agenda.

5. PRESIDENT'S REPORT

- a. Martha and Jill have begun a discussion to establish key performance indicators that will provide meaningful metrics for the library staff, town and library board.

6. OLD BUSINESS:

- a. Approval of Library Closing for Staff Professional Development Day, March 22, 2019.

MOTION: On a motion made by David Brandwein and seconded by Anne Donovan, the Board unanimously approved the closing of the libraries on March 22, 2019 for a Staff Development Day.

- b. FY 2020 Budget Request

Martha updated the Board on the changes made to the budget submittal for FY20. Martha will meet with the Town Manager soon and in March with the Human Services Committee.

7. NEW BUSINESS

- a. Change of Date for March Board Meeting.

MOTION: On a motion made by David Brandwein and seconded by Anne Donovan, the Board unanimously approved the new Tuesday March 26, 2019 Library Board meeting date.

b. Circulation Policy Revision

The library is updating the Circulation Policy to reflect the recent alignment of fees for photo copies and prints. The fee will be \$.10/page.

MOTION: On a motion made by Patty Farrah and seconded by Anne Donovan, the Board unanimously approved the change to the Circulation Policy as described above.

8. DIRECTOR'S REPORT

- a. November and December 2018 Report, submitted:
 - i. Library Administrative Report
 - ii. Budget Report
 - iii. Monthly Circulation Statistics
- b. Strategic Plan Update and Current Month Briefing.

Martha updated the Board on the Strategic Plan. Each area of the plan has ongoing progress.

A position is currently posted for Collection Services. Children's Services has an opening that they are evaluating based on current needs. That position may be upgraded. There are several other expected retirements in the coming months.

Carol has been working with local parents whose children attend the Family Resource Center at Charter Oak in a four week program to teach them how to read to their children. The program is funded by a State of Connecticut grant. The program will be repeated at the Faxon Branch in March.

Access Health set up an open office at the library in the fall. They enrolled 245 people in the Access Health Program for 2019. We hope to have them back this coming fall.

The Teen librarian, Kari Karp, was instrumental in planning and running a teen program that was held at the Farmington library. The program was sponsored by West Hartford, Farmington, Avon and Simsbury libraries. It was a Trivia Contest that revolved around the popular Rick Riordan books. It was a huge success.

9. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:00 p.m. The next scheduled Board Meeting is February 25, 2019.

Respectfully submitted,

David Brandwein
Board Secretary