

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES Draft
Monday, November 25, 2019 – 6:00 p.m.
Board Room, Noah Webster Library

1. CALL TO ORDER

President Patty Farrah called the Library Board to order at 6:01 p.m. Present were Board Members David Brandwein, Anne Donovan, Jean Martin and Jill Spear, Library Director Martha Church, and Janet Valencis, recorder. No one was present from the public.

2. ADDITIONAL AGENDA ITEMS

- a. December Meeting status – the Board has decided to cancel the “optional” December board meeting.

MOTION: On a motion made by David Brandwein and seconded by Anne Donovan, the Board unanimously approved the cancelling of the December meeting.

3. PUBLIC COMMENT – none

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

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

5. THE MEETING MINUTES of October 28, 2019 were approved as part of the consent agenda.

6. PRESIDENT’S REPORT – none

7. OLD BUSINESS - none

8. NEW BUSINESS

- a. Local Authors Shelf Policy Review – one minor change to the policy, requiring authors to have a West Hartford Library Card.

MOTION: On a motion made by Jill Spear and seconded by David Brandwein, the Board unanimously approved the Local Authors Shelf Policy as presented.

9. DIRECTOR’S REPORT

- a. October Report, submitted:
 - i. Library Administrative Report
 - ii. Budget Report - The new format of the report was reviewed.
 - iii. Circulation Statistics (issued quarterly)

b. Current Month Briefing.

The Town Manager held a budget retreat for Directors.

Facilities

- LED conversion at main branch is 90% complete.
- LED conversion at Bishops Corner branch is complete.
- LED conversion at Faxon branch is on the town's to do list.
- Martha did a walk-through of all three building with the director of plant facilities to review what needed to be done.
- The West Hartford Art League's improvisational quilt by EdJohnetta Miller project was hung in the New Book area at the main branch.
- The upgrade of the sound and projection equipment, funded by the Library Foundation, is scheduled for January.

Staff

- The library is at its full complement of full time staff as of November 4, 2019.
- Our new full time reference librarian, Andrew Piro, will be doing some technology programming for the library including the All Things Google series and The Hour of Code, scheduled for the week of December 9, 2019.

Programming

- The West Hartford Library Screen Writers Group has been in existence for fifteen years and they recently held a celebration.
- The Trees of West Hartford Art Exhibit opens on December 3, 2019. It is the grand finale to a successful year of programming on trees. The many programs were well attended and the juried exhibit had over 100 entries. Thirty works were accepted and will be on display for three months.

10. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 6:55 pm. The next scheduled Board Meeting is January 27, 2020.

Respectfully submitted,

David Brandwein
Board Secretary