

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES Draft
Monday, September 23, 2019 6:00 p.m.
Board Room, Noah Webster Library

1. CALL TO ORDER

President Patty Farrah called the Library Board to order at 6:05p.m. Present were Board Members David Brandwein, Jean Martin and Jill Spear, Library Director Martha Church, and Janet Valencis, recorder. Member Anne Donovan was absent. 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 David Brandwein and seconded by Jean Martin, the Board unanimously approved the Consent Agenda.

5. THE MEETING MINUTES of July 22, 2019 were approved as part of the consent agenda.

6. PRESIDENT'S REPORT

- a. Town Manager Matt Hart sent the Board president an email stating that Martha would be receiving a salary increase based on the excellent appraisal from the Library Board.

7. OLD BUSINESS:

- a. Fine Forgiveness program discussion - Simsbury is currently is not charging patrons any fines for late materials. This practice is a new trend in libraries. After discussion, the board decided to postpone this discussion for at least a year, to see how the trend plays out in the industry.
- b. Library Statistics discussion - The Board reviewed the new quarterly statistics report and made a few minor changes.

8. NEW BUSINESS

- a. Circulation Policy Revision – fines and fees for Hotspots

The Board reviewed the revised policy and user agreement.

MOTION: On a motion made by David Brandwein and seconded by Jean Martin, the Board unanimously approved the proposed revisions to the Circulation Policy

b. Board and Library Calendars for 2020

MOTION: On a motion made by Jill Spear and seconded by David Brandwein, the Board unanimously approved the Library Calendar for 2020.

MOTION: On a motion made by Jill Spear and seconded by David Brandwein, the Board unanimously approved the Board Meeting Calendar for 2020.

9. DIRECTOR'S REPORT

a. July and August Reports, submitted:

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

b. Current Month Briefing.

- The West Hartford Art League will be installing a quilt in the library as part of an ongoing exhibit.
- We currently have three full time openings, with two recruitments in process.
- FEMA Training – all full time staff have taken Active Shooter training and most part time staff have viewed a 15 minute Active Shooter Video. Several full time staff members will participate in mock training at Town Hall.
- Legal Aid Services spoke to library staff about the services they offer.
- We are currently looking for a vendor to redevelop our website.
- Saturday September 29, 2019 will be “Day of Happiness” at the library with programs going on all day.
- The library will march in the Park Road Parade on October 5, 2019.
- The West Hartford Reads program is coming up in late October. Library staff and patrons are looking forward to this popular event.

10. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:14 pm. The next scheduled Board Meeting is October 28, 2019.

Respectfully submitted,

David Brandwein
Board Secretary