

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES Draft

Monday, June 18, 2018 – 6:00 p.m.

Faxon Branch Library Meeting Room

1. CALL TO ORDER

Vice President Patty Farrah called the Library Board to order at 6:37 p.m. Present were Board members Anne Donovan, Patty Farrah, and Saima Malik, Library Director Martha Church, and Janet Valencis, recorder. Members Jill Spear and David Brandwein were absent.

2. PUBLIC COMMENT - none

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

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

4. THE MEETING MINUTES of April 23, 2018 and May 21, 2018 were approved as part of the consent agenda.

5. PRESIDENT'S REPORT

- a. Board Membership Update – Patty welcomed new board member Anne Donovan.

6. OLD BUSINESS:

- a. Board Guidelines for public contact - tabled

7. NEW BUSINESS

- a. Customer Service Policy Update

The policy is being updated to reflect that staff cannot fill out or create non-WHPL applications, forms or documents that contain personally identifiable information on behalf of a patron.

MOTION: On a motion made by Anne Donovan and seconded by Saima Malik, the Board unanimously approved the Customer Service Policy update.

- b. Reference Services Policy Review

The policy is being updated to reflect that staff will use authoritative resources found online or in print to provide information services to patrons

MOTION: On a motion made by Anne Donovan and seconded by Saima Malik, the Board unanimously approved the Reference Services Policy update.

c. Library Sponsored Contests

After a discussion with Corporation Counsel, the library decided to add eligibility statements to all promotional material for any contest the library has in the future. Town, Library, Library Board and Library Foundation staff members and their families are not eligible to participate in library contests.

MOTION: On a motion made by Anne Donovan and seconded by Saima Malik, the Board unanimously approved the new eligibility statement requirement for library contests.

8. DIRECTOR'S REPORT

- a. April and May Reports, submitted:
 - i. Library Administrative Report
 - ii. Budget Report
 - iii. Monthly Circulation Statistics
- b. Current Month Briefing.

Celebrate West Hartford was very successful. There were over 400 interactions at the Library Booth and patrons were engaged to contribute their favorite book or author to a colorful fabric banner. The banners will be hanging in all three branches for the summer.

The library is a test site for a new self-check machine. If the test is successful, the library will purchase the new machines to replace our current aging self-check machines.

The strategic plan, a five year plan with four areas of focus, is being accomplished at an appropriate rate. One new feature that has been added as an outcome of the plan is a new Readers Resource Page on the website.

9. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:12 pm. The Library Board will be holding a meeting in July but not in August. Both meetings are currently listed on the Board calendar as optional. The next scheduled Board Meeting is July 23, 2018.

Respectfully submitted,

Saima Malik
Board Secretary