

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES Draft
Monday, February 26, 2018 – 6:00 p.m.
Board Room, Noah Webster Library

1. CALL TO ORDER

President Jill Spear called the Library Board to order at 6:04 p.m. Present were Board members Patty Farrah, Saima Malik and Jill Spear, Library Director Martha Church, and Janet Valencis, recorder. Member David Brandwein was 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 Patty Farrah and seconded by Saima Malik, the Board unanimously approved the Consent Agenda.

4. THE MEETING MINUTES of December 18, 2017 were approved as part of the consent agenda.

5. PRESIDENT'S REPORT

The Board is still working on finding a new board member.

6. OLD BUSINESS:

a. Meeting Room Use Policy Revisions were discussed.

MOTION: On a motion made by Patty Farrah and seconded by Saima Malik, the Board unanimously approved the Meeting Room Policy as revised.

b. Guidelines for public contact

Jill presented a document for discussion which proposed processes for the public to contact library board members. The board began discussing it and will continue it at the next meeting.

The webpage for the Library Board on the Library website will be updated to include a mailing address and links to the town website for meeting dates, agendas and minutes.

c. FY 2019 Budget

Martha reviewed the documents that were presented to the Town Manager for the library budget.

7. NEW BUSINESS

- a. Election of new officers

MOTION: On a motion made by Jill Spear and seconded by Patty Farrah, the Board unanimously approved Saima Malik as Board Secretary.

MOTION: On a motion made by Saima Malik and seconded by Jill Spear, the Board unanimously approved Patty Farrah as Board Vice Chair.

MOTION: On a motion made by Patty Farrah and seconded by Saima Malik, the Board unanimously approved Jill Spear as Board Chair.

Board Chair - Jill Spear
Board Vice Chair – Patty Farrah
Board Secretary – Saima Malik

8. DIRECTOR'S REPORT

- a. December 2017, January 2018 Reports, submitted:
 - i. Library Administrative Report
 - ii. Budget Report
 - iii. Monthly Circulation Statistics
- b. Current Month Briefing.
 - i. Outreach and Meetings
 - 1. Library directors from Burlington, Bloomfield, Farmington and West Hartford met with Senator Beth Bye to discuss library issues.
 - 2. The Human Resources committee of the Town Council will hold regular monthly meetings in the future which Martha will attend.
 - 3. Our library consortium, LCI, held two strategic planning sessions will all member libraries
 - ii. Facilities
 - 1. Masonry repairs were made to the roof and affected interior walls.
 - 2. Faxon library now has an interior book return for patrons.
 - 3. Quotes to reupholster library furniture have been received from the State Department of Corrections.
 - iii. Staff
 - 1. In the process of hiring a new part time library specialist for programs and publicity.
 - 2. Our reference intern, funded by a Thomas Kilfoil grant, is assisting the Programs and Publicity department.
 - iv. Programming
 - 1. The March 24th HOW TO Festival will have over 30 presenters.
 - 2. Take Your Child to the Library Day hosted 153 children and their families for programs and activities.
 - 3. A new library calendarm by Library Market, will go live in March.

9. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:20 pm. The next scheduled Board Meeting is March 26, 2018.

Respectfully submitted,

Saima Malik
Board Secretary