

## WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES Draft

Monday, July 23, 2018 – 6:00 p.m.

Board Room, Noah Webster Library

### 1. CALL TO ORDER

President Jill Spear called the Library Board to order at 6:02 p.m. Present were Board members David Brandwein, Anne Donovan and Patty Farrah, Library Director Martha Church, and Janet Valencis, recorder. Member Saima Malik 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 David Brandwein and seconded by Anne Donovan, the Board unanimously approved the Consent Agenda.

### 4. THE MEETING MINUTES of June 18, 2018 were approved as part of the consent agenda.

### 5. PRESIDENT'S REPORT

- a. Welcome to our new board member Anne Donovan
- b. Board member Saima Malik will be resigning from the board because she is moving out of West Hartford.
- c. The board has several names of potential members and is beginning to contact them

### 6. OLD BUSINESS:

- a. Board Guidelines for public contact

Jill gave an update on the draft guidelines.

### 7. NEW BUSINESS

- a. Appointment of Board Secretary

Saima, who is resigning, was the board secretary. David Brandwein will fill her role until the elections in 2019

MOTION: On a motion made by Anne Donovan and seconded by Patty Farrah, the Board unanimously approved David Brandwein as the Board Secretary.

- b. Library Policy Review Process

The board will be doing a review of library policies. Martha provided a list of policies that need review. Currently, several policies have been given to staff to review and update. The board is currently reviewing the two Art policies. The plan is for several policies will be reviewed/approved at each of the future board

meetings, until the review process has been completed. Martha will line up the policies for each meeting.

## 8. DIRECTOR'S REPORT

- a. June Report, submitted:
  - i. Library Administrative Report
  - ii. Budget Report
  - iii. Monthly Circulation Statistics

Current Month Briefing.

Martha is using a new format for monthly administrative report. She asked board members to review the format and comment. Martha also asked board members to look at the monthly circulation statistics and provide input for what types of statistics and frequency they are interested in.

Martha reviewed the Operating indicators we provide to the town on an annual basis, a brief analysis of these operators, and their change over time and a Return on Investment Calculation for library services.

Carol Waxman, children's librarian, shared some of the exciting summer activities:

- The Noah Webster and Faxon library branches are pickup sites for a weekend food backpack program for registered families in need. The program is organized by town social services.
- The Faxon branch library, with a grant from the Hartford Foundation for Public Giving, is holding six weeks of activities for children of all ages at the Faxon branch. There are three sessions, each session for a different age group. The sessions run for two weeks Monday thru Thursday for three hours per day.
- The Faxon branch library is a Free Lunch site for the summer weekdays. Any child under the age of 18 can come to the library and receive a free lunch. As of the date of this meeting, over 700 lunches have been served.

## 9. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:30 pm. The next scheduled Board Meeting is September 24, 2018.

Respectfully submitted,

David Brandwein  
Board Secretary