

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES Draft
Monday, April 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, Patty Farrah, Saima Malik and Jill Spear, Library Director Martha Church, and Janet Valencis, recorder. The public was not represented at the meeting.

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 March 26, 2018 were approved as part of the consent agenda.

5. PRESIDENT'S REPORT

Jill provided an update on the search for a board member. There are several possible candidates that have been or are being contacted.

6. OLD BUSINESS:

a. Board Guidelines for Public Contact – supporting document review

The board reviewed the drafted Sign in Sheet and provided recommendations. Martha will finalize the Sign in Sheet. All forms etc. that are available at the meeting, for the public, will also be available on the library website.

7. NEW BUSINESS

a. Fundraising Policy Review (dates from 11.19.2002)

The current policy was discussed and board members will continue the discussion at a later meeting. The board did decide that the current fundraising policy was not appropriate and decided to remove it from the Library Policies.

MOTION: On a motion made by David Brandwein and seconded by Patty Farrah, the Board unanimously agreed to revoke the Fundraising Policy.

8. DIRECTOR'S REPORT

a. March Report, submitted:

- i. Library Administrative Report
- ii. Budget Report
- iii. Monthly Circulation Statistics

b. Current Month Briefing.

- April is Passport month for CT libraries and West Hartford is participating.
- The Kindness project Phase 2 will begin soon. It involves a mission board for patrons to complete and the building of a (paper) Kindness Quilt.
- The first Adopt-a-Shelf training was held for 7 people who were enthusiastic about beginning their volunteer journey with the library.
- Hartford Foundation World Discussion Grant starts its weekly meeting on May 7th. The magazine THE WEEK will be the topic for the discussion.
- Hartford Foundation Summer Fun Days Camp Grant at Faxon is in the planning stages. The town will be supplying free lunch to the children in the camp and any other children that come to the library. The program will run Monday – Thursday, with a teen component running on Saturdays.
- March was the first month for the new online platform, Hoopla. Statistics of our Electronic collection circulation show a 20% increase from March of 2017.
- 11 full time employees will attend the Connecticut Library Association conference in Danbury this week.
- Faxon experienced some flooding during the heavy rains we have had in recent weeks. The basement has been dried, cleaned, bleached and repairs have been made where needed. This continues to be an ongoing problem at the Faxon library.
- The budget is scheduled for a Town Council vote on Tuesday April 24, 2018. The library budget remains whole at this point.

9. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:24 pm. The next scheduled Board Meeting is May 21, 2018.

Respectfully submitted,

Saima Malik
Board Secretary