

**WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES Draft**

**Monday, October 29, 2018 – 6:00 p.m.**

Board Room, Noah Webster Library

1. CALL TO ORDER

President Jill Spear called the Library Board to order at 6:01 p.m. Present were Board members David Brandwein, Anne Donovan, Patty Farrah and Jean Martin, Library Director Martha Church, and Janet Valencis, recorder. Charles Woolsey was present from the public.

2. PUBLIC COMMENT

Charles brought up a program idea to the Board. Martha suggested Charles use the program proposal process the library has in place. On the library website, you can enter your program idea and it will be reviewed by the library program committee.

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 Patty Farrah, the Board unanimously approved the Consent Agenda.

4. THE MEETING MINUTES of September 24, 2018 were approved as part of the consent agenda.

5. PRESIDENT'S REPORT - none

6. OLD BUSINESS:

a. Directors Review (Executive Session)

MOTION: On a motion made by Patty Farrah and seconded by David Brandwein, the Board went into executive session at 6:33 pm.

MOTION: On a motion made by David Brandwein and seconded by Anne Donovan, the Board returned to regular session at 7:03 pm.

b. Material Selection Policy

Martha reviewed the proposed changes to the Material Selection Policy which included update to the list of library material types, and that donors shall make donations for materials to the West Hartford Library Foundation. Several additional changes were discussed.

MOTION: On a motion David Brandwein and seconded by Patty Farrah, the Board unanimously approved the changes to the Material Selection Policy as proposed and revised.

## 7. NEW BUSINESS

### a. Circulation Policy Revision

Martha reviewed the proposed changes to the Circulation Policy which included a clarification of the required documents needed to prove residency and the deletion of Teacher loan periods. Several additional changes were discussed.

MOTION: On a motion David Brandwein and seconded by Patty Farrah, the Board unanimously approved the changes to the Circulation Policy as proposed and revised.

### b. Draft 2019 Library Board Meeting Schedule

MOTION: On a motion David Brandwein and seconded by Anne Donovan, the Board unanimously approved the proposed Board meeting schedule for 2019.

### c. Draft Library Calendar for 2019

MOTION: On a motion David Brandwein and seconded by Patty Farrah, the Board unanimously approved the proposed Library calendar for 2019.

## 8. DIRECTOR'S REPORT

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

The Billy Collins author event in early October was a huge success. The Town Hall auditorium was full, with standing room only.

Martha attended several meetings including the Staff retreat for Town department heads, the Town Plan of Conservation and Development Committee meeting, the New England Library Association conference and Library Consortium board and committee meetings.

The external selection panel for the open adult services manager position has been completed. Four candidates will be interviewed by two internal library panels.

The Bishops Corner branch lighting is still an issue. If it is not resolved by the time Daylight Savings Time goes into effect, the branch will have to close at 5 pm instead of 6 pm or 8 pm because of lack of light. The Faxon branch flooding continues to be an issue when we have heavy rains.

Carol is in the process of writing the Faxon Fun grant for the summer of 2019. The grant will be submitted to the Hartford Foundation for Public Giving.

9. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:18 pm. The next scheduled Board Meeting is November 26, 2018.

Respectfully submitted,

David Brandwein  
Board Secretary