

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES Draft
Monday, September 24, 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, Patty Farrah and Jean Martin, Library Director Martha Church, and Janet Valencis, recorder. There was no one present from the public.

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 Patty Farrah, the Board unanimously approved the Consent Agenda.

4. THE MEETING MINUTES of July 23, 2018 were approved as part of the consent agenda.

5. PRESIDENT'S REPORT

a. Board membership update – Welcome Jean Martin, our new board member.

b. October meeting date change – moved from October 22nd to October 29, 2018

MOTION: On a motion made by Patty Farrah and seconded by Anne Donovan, the Board unanimously approved the October meeting date change.

6. OLD BUSINESS:

a. Holiday early closings

The board agreed to early closures for holiday eves:

November 21, 2018 – Thanksgiving 5 pm

December 24, 2018 – Christmas 2 pm

December 31, 2018 – New Years 2 pm

The board agreed to close the library the Sunday before Christmas and New Years.

MOTION: On a motion made by Patty Farrah and seconded by Anne Donovan, the Board unanimously approved closing the library at 5:00 pm on November 21, 2018.

MOTION: On a motion made by Patty Farrah and seconded by David Brandwein, the Board unanimously approved closing the library at 2:00 pm on December 24, 2018.

MOTION: On a motion made by Patty Farrah and seconded by Anne Donovan, the Board unanimously approved closing the library at 2:00 pm on December 31, 2018.

MOTION: On a motion made by Patty Farrah and seconded by Anne Donovan, the Board unanimously approved closing the library on Sunday December 23, 2018 and Sunday December 30, 2018.

b. Art Exhibit and Art Collections Policies Discussion

The goal is to write a new art collection policy for the library. The library has an art collection for community engagement, patron viewing and to enhance the library environment. Martha will draft a policy for review at the October meeting.

7. NEW BUSINESS

a. Service Animals Policy Review

The board agreed to the proposed revisions to the policy. These include removing the reference to the state statute, removing the reference to the equipment worn by the dog and adding the ADA definition of a service animal.

MOTION: On a motion made by David Brandwein and seconded by Patty Farrah, the Board unanimously approved the revisions to the Service Animal Policy.

b. Lost and Found Policy Review

The board agreed to the proposed revision to the policy to add the procedure for lost keys after the library closes. The library will bring keys to the police department at closing time.

MOTION: On a motion made by David Brandwein and seconded by Anne Donovan, the Board unanimously approved the revisions to the Service Animal Policy.

c. Materials Selection Policy Review

The board tabled this discussion till the next meeting.

d. Director's Review – initial process review

Jill explained the process and asked board members to complete the rubric by October 12, 2018. There will be an executive session at the October meeting to discuss Martha's review. The discussion will include a review of everyone's rubric and Martha's self-assessment.

8. DIRECTOR'S REPORT

- a. July and August 2018 Report, submitted:
 - i. Library Administrative Report
 - ii. Budget Report
 - iii. Monthly Circulation Statistics

b. Current Month Briefing.

The Public Services manager, Amy McCue, has left the library after 5 years to accept a director position at the Granby Library. The recruitment process is underway. The posting closed today and will be followed by a review of resumes by Human Resources, an external panel and internal interviews.

The Faxon Fun grant had 25 children in each of the three sessions held this summer. Faxon also served 1,263 free lunches during the summer.

Faxon and the Noah Webster library were a pickup site for the Universalist Church Weekend Food backpack program and will continue with this program throughout the year. The library is not responsible for the program; we are just a pickup site.

Patrons due date slips, handed to patrons when they check out books, have been revised. The now include an estimate of \$ saved based on what the patron checked out.

Summer reading enrollment was doubled this year, well beyond our goal of a 20% increase.

Upcoming events:

- Billy Collins Author event – Thursday October 4, 2018 at 7 pm in the town hall auditorium.
- The library will participate in the Park Road parade, held in early October.
- ACLB conference in November; Martha will provide information to board members.

9. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:20 pm. The next scheduled Board Meeting is October 29, 2018.

Respectfully submitted,

David Brandwein
Board Secretary