

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

1. CALL TO ORDER

President Jill Spear, via conference call, called the Library Board to order at 6:01 p.m. Present in person were Board members David Brandwein, Anne Donovan, Patty Farrah and Jean Martin, Library Director Martha Church, and Janet Valencis, recorder.

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 Jean Martin, the Board unanimously approved the Consent Agenda.

4. THE MEETING MINUTES of October 26, 2018 were approved as part of the consent agenda.

5. PRESIDENT'S REPORT

a. Executive session

MOTION: On a motion made by Patty Farrah and seconded by Jean Martin, the Board unanimously went into Executive Session at 6:02 p.m.

MOTION: On a motion made by Patty Farrah and seconded by David Brandwein, the Board unanimously adjourned the Executive Session at 6:29 p.m. and resumed the regular meeting.

6. OLD BUSINESS:

a. Public Art Policy Revision

Martha presented the updated policy and the board discussed it and made several minor grammatical changes.

MOTION: On a motion made by David Brandwein and seconded by Patty Farrah, the Board unanimously approved the Public Art Policy as revised.

b. Art Gallery Exhibit Policy/Procedure

The previous Art Gallery Exhibit Policy (dated 10.24.16) is being replaced with the Public Art Policy (approved per above) and separate Art Gallery Exhibit Procedures being finalized by the director.

7. NEW BUSINESS

- a. David brought up a request by a staff member for the Library Board to perform exit interviews when full time staff resign or retire. The Board felt that exit interviews should be done by the Director as a personnel matter and that it was not part of the Board's role. Martha confirmed that she has performed exit interviews for all staff who have left the library since she became Director, and will continue to do so.

8. DIRECTOR'S REPORT

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

The Head of Adult Services recruitment process has been completed. The candidate that was chosen did not accept the position. For the interim, Martha has appointed Agatha Monahan as acting Adult Services Manager. The recruitment will be revisited in the spring.

Dee Williams and Barbara Jurgelas announced their retirements. Dee, who has been a children's librarian here since 1987, will be retiring at the end of 2018. Barbara has been in Collection Services since 1997 and will retire on February 1, 2019. A public reception will be held for Dee on December 18, 2018 from 4 – 6 pm. Dee has touched many children's lives and this will be an opportunity for them to say farewell.

Teen Services has been moved from Adult to Children's Services. The new division will be called Youth Services. Once Youth Services has integrated Teen Services, they will evaluate the replacement of the children's librarian.

A Grants calendar has been established to help guide staff in applying for grants. It will be rolled out to staff at our next Staff day in January.

Strategic Plan Updates

1. The Physical spaces group has done a patron survey and a usage analysis and will be hosting a space planner for a free consultation
2. The Access to Information group has held training on Reference USA for staff. They plan to promote Linda.com and Morningstar in the New Year.
3. The Engage the Community group has brought in Access Health to help residents with their health care choices. A Voter Registration session was held at Faxon. The Kindness project continues and will be bringing the recent collections to Town Hall soon. A new needle crafters group has started with the intent of sending completed baby blankets to Project Linus.

9. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:17 p.m. The next scheduled Board Meeting is December 18, 2018 at 6:00 pm.

Respectfully submitted,

David Brandwein
Board Secretary