

**WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES Draft**  
**Monday, June 22, 2020 6:30 p.m.**  
**VIRTUAL SPECIAL MEETING**

1. CALL TO ORDER

President Jill Spear called the Library Board to order at 6:30 p.m. Present via Town of West Hartford WebEx were Board Members David Brandwein, Kim Cohen and Anne Donovan, Library Director Martha Church, and Janet Valencis, recorder.

2. APPROVAL OF THE CONSENT AGENDA (Items 3 & 7a i, 7a ii)

On a motion by David Brandwein and seconded by Anne Donovan, the Board unanimously approved the consent agenda.

3. THE MEETING MINUTES of May 18, 2020 were approved as part of the consent agenda.

4. PRESIDENT'S REPORT

- a. Library Staff Recognition: The Board would like to thank the Library Staff for their continued hard work and innovative response to meet the continuously evolving health and safety and economic issues needs arising from the pandemic. Both the public and town departments have been well served by the staff's ability to focus on what is needed and pivot to establish new approaches for solutions.
- b. Recognize Jean Martin: Receipt of Jean Martin's letter of resignation. Recognition of Jean's service to the West Hartford and her special and continued interest in library outreach throughout the West Hartford community
- c. Welcome new Board member Kim Cohen. As an avid library user and supporter Kim has served the West Hartford community by taking on numerous tasks as a West Hartford Foundation Board member and now as a West Hartford Library Board member.
- d. Library Director Search: With the planned autumn retirement of current Library Director, Martha Church, the Search Committee has been working diligently to identify our next Library Director.

5. OLD BUSINESS

- a. Photography/Filming Policy Revision

Library Director Martha Church presented proposed changes to policy. The Board discussed the proposed changes and tabled final consideration to the next Library Board meeting.

6. NEW BUSINESS

- a. Patron Rules of Conduct Policy Review

Library Director Martha Church presented proposed changes to policy. The proposed revision is scheduled for final consideration at the next Library Board meeting.

## 7. DIRECTOR'S REPORT

### a. May Report, submitted:

- i. Library Administrative Report
- ii. Budget Report

### b. Current Month Briefing.

- The library is receiving over 90 calls per day from patrons. These include standard reference calls, questions about our new curbside service, as well as calls regarding other town departments.
- On June 1, 2020 the library book drops reopened for patrons to return library materials.
- On June 8, 2020 the library began curbside services for patrons to pick up library materials. The library has the capacity to serve 600 patrons per week with this service.
- The Collection Services department is back in the office on staggered shifts. We stopped book orders in March and have recently resumed them. Staff are busy cataloging volumes of new books the library has recently received.
- The WiFi Hot Spot lending program has been revised, changing from a two week loan period to a one week loan period. We will resume lending the Hot Spots shortly.
- The library has upgraded its Zoom Virtual Meeting software to include a webinar feature. This software is being used for virtual programming and staff meetings.
- Plans are in place to open the library for computer and/or browsing appointments. We are waiting for the building to be outfitted with Plexiglas and appropriate signage.
- The Children's Department has put together a summer program lineup that is similar to their standard program offerings. All programs will be offered virtually.
- All toys have been removed from the Children's play areas in anticipation of patron browsing appointments. The toys presented a health risk for patrons.

## 8. ADJOURNMENT

MOTION: On a motion made by David Brandwein and seconded by Anne Donovan, the Board unanimously approved adjournment of the Library Board Meeting at 7:42 pm. The next scheduled meeting is July 27, 2020.

Respectfully submitted,

David Brandwein  
Board Secretary