

**WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES Draft**

**Monday, July 27, 2020 6:30 p.m.**

**VIRTUAL SPECIAL MEETING**

1. CALL TO ORDER

President Jill Spear called the Library Board to order at 6:35 p.m. Present, via Town of West Hartford WebEx, members David Brandwein, Kim Cohen, Gail Crockett, and Anne Donovan, Library Director Martha Church, and Janet Valencis, recorder.

2. APPROVAL OF THE CONSENT AGENDA (Items 3 & 6a I, 6a ii.)

MOTION: On a motion made by David Brandwein and seconded by Anne Donovan, the Board unanimously approved the Consent Agenda.

3. THE MEETING MINUTES of June 22, 2020 were approved as part of the consent agenda.

4. PRESIDENT'S REPORT

- a. We are delighted to welcome Gail Crockett to the West Hartford Library Board. Gail brings her experience from a lifelong career working in a variety of roles in state and local government as well as volunteering for organizations including WHAASCO and the Senior Job Bank.
- b. The Library Board recognizes the many challenges of filling the library director position in these unprecedented times and has a multifaceted strategy to ensure continued leadership of the West Hartford community's much-loved institution. As we continue to receive and review applications for the next Library Director, we are working through the transition plan.

5. OLD BUSINESS:

a. Fourth Quarter Library Statistics

As expected with the pandemic and our reduced services, many of our statistics have gone down and others like Social Media, Newsletter reads and Electronic Material use have gone up.

b. Photography, Film and Video Recording Policy Revision

MOTION: On a motion made by David Brandwein and seconded by Anne Donovan, the Board unanimously approved the policy as received.

c. Patron Rules of Conduct Revision

MOTION: On a motion made by David Brandwein and seconded by Gail Crockett, the Board unanimously approved the policy with several minor revisions.

6. DIRECTOR'S REPORT

- a. June Report, submitted:
  - i. Library Administrative Report
  - ii. Budget Report

iii. Circulation Statistics (issued quarterly)

b. Current Month Briefing.

- Over the past several years, all library policies have now been reviewed by the Library Board.
- The library is still fielding calls for town departments.
- The curbside service that started June 8, 2020 is receiving positive feedback and we have served 4,627 curbside appointments.
- The town has a new website and this has caused a disruption in our ability to make modifications to the library website. Our website contains more and more stale content as long as this continues. Hopefully this issue will be resolved soon.
- We are in the process of designing a new website for the library, developed by a library focused vendor.
- The Hartford Foundation for Public Giving allowed us to repurpose our Faxon Fun grant money to purchase books for children and distribute them at Grab and Go lunch sites at town elementary schools. The program is being well received. We hope to run our Faxon Fun program again in the summer of 2021.
- In August we will be offering computer use by appointment for patrons. We are finalizing the details now. Once this is up and running we will include the branches in computer appointments and begin browsing appointments at all branches.
- The Board Room has been upgraded to a Zoom Room allowing us flexibility with our virtual program presentations.
- Part time staff are being brought back slowly, as needed.

7. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:35 pm. The next scheduled Board Meeting is August 24, 2020.

Respectfully submitted,

David Brandwein  
Board Secretary