

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES Draft
Monday, August 24, 2020 5:00 p.m.
VIRTUAL SPECIAL MEETING

1. CALL TO ORDER

President Jill Spear called the Library Board to order at 5:12 p.m. Present, via Town of West Hartford WebEx, were Board members David Brandwein, Kim Cohen, Gail Crockett, Anne Donovan, Library Director Martha Church, and Janet Valencis, recorder. Carol Waxman, Library Youth Services Manager was present from the public

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

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

3. APPROVAL OF THE MEETING MINUTES of July 27, 202

MOTION: On a motion made by Gail Crockett and seconded by Anne Donovan, the Board unanimously approved the July 27, 2020 meeting minutes.

4. PRESIDENT'S REPORT

- a. Library Director Search: The Director Search Committee of the Library Board's continues to receive and review applications for the next Library Director, we are taking the first steps of the transition plan this evening.
- b. Library Director Farewell: The Library Board wishes to thank Martha Church for her decades of active support for the West Hartford community and wish her a hardy congratulations on her retirement in September. As you leave this community which you cherish so dearly, known that your desire to constantly meet the needs and find ways to improve it have been rewarded.

5. OLD BUSINESS: none

6. NEW BUSINESS

- a. Acting Director Appointment: As the Library Board continues the search for a new director, we will be appointing an Acting Director to oversee the operation of the Library. Carol Waxman has not only served as a West Hartford Library department head for many years, but previously filled the role of Acting Director five (5) years ago.

MOTION: On a motion made by David Brandwein and seconded by Gail Crockett the Board unanimously approved the appointment of Carol Waxman as the Acting Library Director upon the retirement of current Director Martha Church.

7. DIRECTOR'S REPORT

- a. July Report, submitted:
 - i. Library Administrative Report
 - ii. Budget Report
 - iii. Circulation Statistics (issued quarterly)

- b. Current Month Briefing.
 - i. Computer use appointments began on Wednesday August 19, 2020.
 - ii. Browsing sessions/appointments will begin in the next few weeks.
 - iii. The Town of West Hartford is now answering their own phones, which has reduced the call volume to the Reference librarians. This will allow staff more time to support in person patrons as we ramp up services.
 - iv. Martha and Carol highlighted several summer children's programs.
 - v. Martha thanked the Library Board for their service and dedication to the West Hartford Library System. Martha's parting words were that she was honored to serve as the Library Director for the past five years.

8. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 5:45 pm. The next scheduled Board Meeting is on September 21, 2020.

Respectfully submitted,

David Brandwein
Board Secretary