

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES Draft
Monday, September 21, 2020 6:30 p.m.
VIRTUAL SPECIAL MEETING

1. CALL TO ORDER

President Jill Spear called the Library Board to order at 6:33 p.m. Present, via Town of West Hartford WebEx, were Board members Kim Cohen, Anne Donovan, and Gail Crockett, Acting Library Director Carol Waxman, and Janet Valencis, recorder. Member David Brandwein was absent.

2. APPROVAL OF THE CONSENT AGENDA (Items 3 & 7a i, 7a ii, 10a iii.)

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

3. THE MEETING MINUTES of August 24, 2020 were approved as part of the consent agenda.

4. PRESIDENT'S REPORT

- a. Welcome Carol Waxman as Acting Director of the Library. The Board wishes to again thank you for taking on this role and recognize that your dedication to uphold the high standards of the West Hartford Library are only equaled by your enthusiasm for the library and the West Hartford community it serves.
- b. Director Search: The Search Committee continues with the process of reviewing applications. The appointment of the Acting Director has provided flexibility to manage the ongoing changes to operations due to Covid-19 while the search process moves forward.

5. OLD BUSINESS: none

6. NEW BUSINESS

- a. Community Outreach Campaign: The library, as part of its mission, has always been involved in the community whether it was working from within our three buildings, managing our virtual presence on social media or working outside the library by participating at community events.
As part of the library's strategic plan, partnerships with various organizations has grown significantly with library staff participating at record numbers of community events in recent years. These efforts continue, in spite of the operational challenges of the pandemic with innovative approaches.
Which brings us a new initiative. The West Hartford Library Foundation is stepping forward to support the library's Community Engagement work by launching an initiative for Community Outreach. Do we have a motion for this work?

“That the WH Library Board acknowledge that:

- The WH Library Foundation, Inc. has formed the WHLF Community Outreach Committee.
- The purpose of the Foundation’s Community Outreach Committee is to support the WH Library by aiding the Library with:
 - Expanding the number of library cardholders
 - Educating community members, groups, etc. on how to effectively use library services
 - Communicating the value of the publicly available services provided by the library
 - Expanding community engagement and inclusion in community life
- The Foundation Committee will be chaired by Foundation Board members.
- The library's Community Engagement Librarian will be an ad hoc member of the committee.
- Committee membership will focus on the diversity of the WH community.

“Resolved: That the WH Library Board welcomes and endorses this activity.

MOTION: On a motion made by Anne Donovan and seconded by Gail Crockett, the Board unanimously welcomes and endorses the formation of the West Hartford Library Foundation Community Outreach Committee.

7. DIRECTOR’S REPORT

- a. August Report, submitted:
 - i. Library Administrative Report
 - ii. Budget Report
 - iii. Circulation Statistics (issued quarterly)
- b. Current Month Briefing.

Curbside pickup has just expanded its hours and we have processed 10, 389 curbside appointments since June 8, 2020 when the Curbside service began. Noah Webster has an average of 77 appointments each day, six days a week. Bishops Corner has an average of 73 appointments each day, three days a week. Faxon has an average of 30 appointments each day, two days a week.

Browsing appointments began on August 31, 2020. Noah Webster has welcomed 615 browsers and Bishops Corner has welcomed 101 browsers as of today.

888 online library card applications have been processed since the March pandemic began. Patrons are asked to come into the library, by browsing appointment, to have their addresses verified and pick up their cards.

There is a strong virtual program presence on social media with children and adult programs being well received. Library writing groups, discussion groups and book groups continue to meet virtually.

The backpack program to supply children with food for the weekend has begun again. The backpacks are delivered to the libraries and families come to pick them up.

A new library website is expected to go live in early October. We are looking forward to it.

About 1/3 of our part time staff have returned to work. As we need staff, we are reaching out to those that have not returned yet.

We are planning expand library services soon. We hope to have a 4-7 pm opening one day a week soon. Sometime in the winter, we are looking to open on Sunday afternoons.

8. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:17 pm. The next scheduled Board Meeting is October 26, 2020..

Respectfully submitted,

Jill Spear, Secretary Pro Tem
West Hartford Library Board