

**WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES Draft**  
**Monday, October 26, 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, Anne Donovan, Gail Crockett and Jill Spear, Interim Library Director Carol Waxman, and Janet Valencis, recorder. Member Kim Cohen was absent.

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

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

3. THE MEETING MINUTES of September 21, 2020 were approved as part of the consent agenda.

4. PRESIDENT'S REPORT

- a. Director Search continues. Thank you to the staff for your dedication to providing excellent services to library patrons.

5. OLD BUSINESS:

- a. First Quarter Library Statistics were reviewed.
- b. Community Outreach Campaign Status

Gail and Anne reported on the status of the Community Outreach effort. Elementary and Middle school families received information about the library via email, thanks to the assistant superintendent. The plan is to reach out to over thirty groups in town. In the spring a committee of town residents will be formed.

6. NEW BUSINESS

- a. Library Operating Schedule Revision – Holiday and Sunday Calendar.

Due to the pandemic the library will not be opening on Sundays in 2020.

MOTION: On a motion made by David Brandwein and seconded by Gail Crockett, the Board unanimously approved the updated schedule for 2020.

- b. Library Operating Schedule Revision – Thanksgiving, Christmas and New Year’s Eves

The West Hartford Town Hall will be closing at 4:30 pm on the Eves of Thanksgiving, Christmas and New Years Day. The library will follow the same schedule.

MOTION: On a motion made by Anne Donovan and seconded by Gail Crockett the Board unanimously approved the holiday early closings as presented.

- c. Library Board Meeting Calendar 2021

MOTION: On a motion made by David Brandwein and seconded by Anne Donovan, the Board unanimously approved the 2021 meeting calendar as presented.

## 7. DIRECTOR’S REPORT

- a. September Report, submitted:

- i. Library Administrative Report
- ii. Budget Report
- iii. Circulation Statistics (issued quarterly)

- b. Current Month Briefing.

- Over 14,000 curbside pickup appointments have been logged since June 8, 2020.
- 45 minute computer appointments began on August 18, 2020 and 30 minute browsing appointments began on August 31, 2020.
- Hours at the main branch have been extended to include a longer day on Mondays, till 7 pm and a longer day on Thursday, till 5 pm. We will pause now on library hour changes and review patron requests and recommendations from the State of Connecticut and the West Hartford Bloomfield Health District before making any changes.
- 1,100 library cards have been issued since March.
- The West Hartford Public Library won the Best of Hartford – Best Library for the 8<sup>th</sup> year.
- Upcoming children’s programs include a “wacky” Halloween week and a children’s Election Poll. The children vote on book characters.
- Ongoing writing, book club and discussion groups continue to meet monthly and there have been many virtual adult programs offered as well.
- The library distributes weekend food backpacks to middle and high school families in need.
- The 4<sup>th</sup> annual Kindness project will begin in a few weeks. Patrons are asked to donate health and hygiene supplies, that will be given to the West Hartford Food Panty, at the end of the project.
- A new library website is in progress.
- An eagle scout constructed two computer desks and a book cubby for children at the Faxon Branch library.

- Joe Cadieux is retiring at the end of the year after 26 years.
- Of the 84 part timers we have 36 are currently working and 10 have resigned.

## 8. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:13 pm. The next scheduled Board Meeting is November 23, 2020.

Respectfully submitted,

David Brandwein  
Board Secretary