

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

1. CALL TO ORDER

President Jill Spear called the Library Board to order at 6:34 p.m. Present, via Town of West Hartford WebEx, were Board members David Brandwein, Kim Cohen, Anne Donovan, Gail Crockett and Jill Spear, Library Director Carol Waxman, acting library director, and Janet Valencis, recorder.

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

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

3. THE MEETING MINUTES of October 26, 2020 were approved as part of the consent agenda.

4. PRESIDENT'S REPORT

- a. The Director Search continues.
- b. The December 21, 2020 Library Board meeting is optional. We will leave it on the calendar and cancel closer to the meeting date, if there isn't a need for a meeting.

5. OLD BUSINESS: none

6. NEW BUSINESS

- a. Hours Revised – Numerous Connecticut libraries are curtailing or discontinuing in person library use. Based on usage at our library, we are going to shorten our Monday hours by eliminating the 5-7 pm time. This timeslot was not well used.

MOTION: On a motion made by Kim Cohen and seconded by Gail Crockett, the Board unanimously approved the change in library hours as discussed.

- b. Virtual Operations Policy Review – the library will review all its policies for areas where they must be changed to reflect the virtual operations.

7. DIRECTOR'S REPORT

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

b. Current Month Briefing.

- a. Curbside service remains strong in all three library locations and is contactless for both patrons and staff. Even with all buildings open for browsing by appointment, this service has not decreased.
- b. Computer and Browsing Appointments are available during limited hour<sup>2</sup>s at all three library branches.
- c. With the surge in Covid cases statewide as well as in West Hartford, we invited the Hartford/Bloomfield Health District to our buildings, to make sure that we were in compliance with our safety protocol. Based on their recommendation, the Periodical Room will be closed to the public with staff retrieving magazines for patrons as needed.
- d. Adult and Children's programs continue in virtual mode.
- e. The Fourth Annual Kindness project has begun. Collection boxes are in place at curbside in all three library buildings. Patrons are asked to donate hygiene products which will be delivered to the West Hartford Food Pantry and other town locations. The Kindness Project will soon be a national model as part of the Collaborative Summer Library Programs – Child and Well-Being Committee.
- f. Library Website –December 3, 2020 is the new date for the website launch.

8. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:05 pm. The next scheduled Board Meeting is December 21, 2020.

Respectfully submitted,

David Brandwein  
Board Secretary