

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES Draft
Monday, January 25, 2021 6:30 p.m.
VIRTUAL SPECIAL MEETING

"This meeting was held remotely in accordance with Governor Lamont's executive orders concerning the conduct of virtual meetings and proceedings and the public had the ability to view the meeting in real-time on West Hartford Community Interactive: Comcast Channel 96, Frontier TV Channel 6099, and streaming on the WHCI website."

1. CALL TO ORDER

President Jill Spear called the Library Board to order at 6:38 p.m. Present, via Town of West Hartford WebEx, were Board members Anne Donovan, Gail Crockett and Jill Spear, Interim Library Director Carol Waxman, and Janet Valencis, recorder. Members David Brandwein and Kim Cohen were absent.

2. APPROVAL OF THE CONSENT AGENDA (Items 3 & 7ai, 7aii)

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

3. THE MEETING MINUTES of November 30, 2020 were approved as part of the consent agenda.

4. PRESIDENT'S REPORT

- a. Appointment of David Brandwein to the Library Board for a 2nd term.

5. OLD BUSINESS:

- a. Second Quarter Library Statistics

Interim Library Director Carol Waxman gave a report of the library statistics, highlighting electronic material circulation and curbside pickups.

6. NEW BUSINESS

- a. FY22 Budget Presentation

Interim Library Director Carol Waxman outlined the reductions and surplus in the FY21 budget. The reductions were town driven and the expected surplus is due to the library's continued reduction in operating hours due to the pandemic.

A draft of the FY22 budget was submitted to Finance on January 5th, in compliance with the town finance strategy requirement for a zero increase to the library budget.

The number of authorized positions identified in the draft FY22 library budget will remain the same as FY21. The expectation is that one position recently vacant due to a retirement will not be filled in the near term

The board will review and vote on the FY22 budget at the February meeting.

7. DIRECTOR'S REPORT

- a. November and December Report, submitted:
 - i. Library Administrative Report
 - ii. Budget Report
- b. Current Month Briefing.

63% of Connecticut libraries are open to the public in some capacity. The West Hartford Library is open by appointment for browsing and computer use.

Our curbside pickup service is still going strong. We are currently looking at the option to purchase “smart” lockers for library materials pickup.

The Kindness project, to collect toiletry items, has been very successful and ends on January 31, 2021. This year patrons have been extra generous. The items are donated to the West Hartford Food Pantry and the Universalist Church. This project will be a model for a National Kindness Project initiative.

Children, Adult and Teen programming continues virtually.

Our Adult Services Manager, Aggie Monahan, retired after 21 years of service in the West Hartford Public Library. Interviews for her replacement will be happening this week.

8. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:14 pm. The next scheduled Board Meeting is February 22, 2021.

Respectfully submitted,

Jill Spear, Secretary Pro Tem
West Hartford Library Board