

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES Draft
Monday, February 22, 2021 6:30 p.m.
VIRTUAL SPECIAL MEETING

1. CALL TO ORDER

President Jill Spear called the Library Board to order at 6:31 p.m. Present, via Town of West Hartford WebEx, were Board members David Brandwein, Kim Cohen, Anne Donovan, Gail Crockett and Jill Spear, Acting Library Director Carol Waxman, and Janet Valencis, recorder.

2. PUBLIC COMMENT - none

3. APPROVAL OF THE CONSENT AGENDA (Items 4& 8a i, 8a ii,)

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

4. THE MEETING MINUTES of January 25, 2021 were approved as part of the consent agenda.

5. PRESIDENT'S REPORT

a. Election of Officers

Slate of Officers	Chair	Jill Spear
	Vice Chair	Gail Crockett
	Secretary	David Brandwein

MOTION: On a motion made by David Brandwein and seconded by Anne Donovan, the Board unanimously approved the slate of officers for 2021.

b. Procedure for public comment will be via email.

c. Anne Donovan will be leaving the board effective March 1, 2021. The board thanked her for her service. She will continue in a committee role for the Library Foundation.

6. OLD BUSINESS

a. FY22 Budget Update

The town has asked for a ~ \$118,000 cut to the FY22 budget.

7. NEW BUSINESS:

a. Library Calendar Modification

The meeting calendar will be changed to reflect a 6:30 pm start time for the remaining meetings in 2021.

MOTION: On a motion made by Gail Crockett and seconded by David Brandwein, the Board unanimously approved the new meeting time as discussed.

b. Smart Locker Project

Carol briefly described the Feasibility Study. Smart lockers are lockers outside library buildings where patrons can pick up their materials, outside of the library buildings. The lockers will be prototyped at the Bishops Corner branch library. Smart Lockers can provide flexible pickup times, increased privacy, prevent theft and reduce touchpoints. Funding sources will also be investigated.

MOTION: On a motion made by Ann Donovan and seconded by Kim Cohen, the Board unanimously approved the Smart Locker Feasibility Study.

8. DIRECTOR'S REPORT

a. January Report, submitted:

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

b. Current Month Briefing.

The library has started a COVID information line to help patrons navigate getting a vaccine. Staff answer questions and if needed, pass the patron to another town department if necessary. The phone line is not scheduling appointments, just providing information.

Several staff members are assisting the Health Department at the town's vaccine clinics.

Andrew Piro has been chosen as the new Manager of Adult Services. His position as an Adult Services librarian is currently being posted.

The library will be extending its open hours on Friday. The new schedule as of March 1 will be M/W/F 10 am to 5 pm and Tu/Th 10 am to 2 pm and Saturdays 10 am to 1 pm.

9. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:15pm. The next scheduled Board Meeting is March 22, 2021.

Respectfully submitted,

David Brandwein
Board Secretary

"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 xx, Frontier TV Channel xxxx, and streaming on the WHCI website."