

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

1. CALL TO ORDER

President Jill Spear called the Library Board to order at 6:37 p.m. Present, via Town of West Hartford WebEx, were Board members David Brandwein, Kim Cohen, Eileen Daly, 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 3 & 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 February 22, 2021 were approved as part of the consent agenda.

5. PRESIDENT'S REPORT

- a. Welcome new Board Member – Eileen Daly
- b. Recognition of More than 10 years of Service to the West Hartford Library – David Brandwein, retiring from the Library Board effective March 31, 2021.

6. OLD BUSINESS:

- a. FY22 Budget Update
- b. Smart Locker Project Status

A committee is studying the use of Smart Lockers for patrons to pick up library materials at their convenience. The Bishops Corner branch will be the prototype site. The committee will seek grant funding for this project as well as other sources.

7. NEW BUSINESS

- a. Library Staff Training Event

A two-hour staff training event will be held in May and the library will open one hour late that day.

MOTION: On a motion made by Kim Cohen and seconded by David Brandwein, the Board unanimously approved the library schedule change to hold a staff

training event with a one hour late opening on a date to be determined by the Interim Library Director.

8. DIRECTOR'S REPORT

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

- b. Current Month Briefing.
 - i. 74% of Connecticut libraries are open to the public, including the West Hartford Public Library.
 - ii. Library hours will be extended in early April.
 - iii. The Library Vaccine phone line has received over 800 calls since it started in early February.
 - iv. Library staff are volunteering at town vaccine clinics.
 - v. The town is considering purchasing an Elmwood property as a community center. The plan is for Faxon Library branch to move to this property. This is a multiyear project in the planning phase.
 - vi. The library will be interviewing candidates shortly for the open Librarian 1 position.
 - vii. The library will be hosting programs in the next few months celebrating diversity.

9. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:19 pm. The next scheduled Board Meeting is April 26, 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."