

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES Draft
Monday, April 26, 2021 6:30 p.m.
VIRTUAL SPECIAL MEETING

1. CALL TO ORDER

President Jill Spear called the Library Board to order at 6:33 p.m. Present, via Town of West Hartford WebEx, were Board members Kim Cohen, Eileen Daly, Gail Crockett, Natalia Menjivar 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, 18a iii.)

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

4. THE MEETING MINUTES of March 22, 2021 were approved as part of the consent agenda.

5. PRESIDENT'S REPORT

- a. Welcome New Board Member – Dr. Natalia Menjivar
- b. West Hartford Board Training – Freedom of Information

All board members will attend training that was suggested by the town.

- c. Election of Board Secretary

Eileen Daly is nominated for the Board Secretary

MOTION: On a motion made by Gail Crockett and seconded by Kim Cohen, the Board unanimously elected Eileen Daly as Board Secretary.

6. OLD BUSINESS:

- a. FY22 Budget Update

Carol Waxman updated the board on the budget status. Recent budget hearings had no public comments. Budget adoption is set for May 25, 2021.

- b. Library Full Staff Meeting Plans – May 12

The library will be open one hour late, at 11 am, so the library staff can have an all staff meeting. The meeting will include updates from the management team as well as the Town Manager.

c. Smart Project Locker Status

A grant proposal in the amount of \$7500 for partial funding of the Smart Locker project has been submitted to the West Hartford Greater Together Community Fund. We will be notified on June 1 if we will be awarded this grant. The total amount of the project is \$15,412. Depending upon the outcome of the West Hartford Greater Together decision, we will write a grant or grants for additional or complete funding of the project.

7. NEW BUSINESS

a. Juneteenth Celebration Planning

The library will be part of the Juneteenth event on June 19th.

b. New Community Culture Center and Library Branch.

The Faxon library will be a part of the new cultural center planned for Elmwood. The project is in the beginning phase.

8. DIRECTOR'S REPORT

March 2021 Report, submitted:

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

b. Current Month Briefing.

- The West Hartford Libraries combined had a total of 1,547 browsing and computer appointments so far this month, as well as over 32,000 curbside appointments.
- Beginning April 5, hours at the Noah Webster Library were extended to 5:00 PM on Wednesdays and Fridays. Library visitors no longer need to fill out health forms.
- **Extended Hours and Services** - As the State continues to reopen, the Library Reopening Committee has met to recommend the next steps for buildings to add hours and determine library visit procedures.
 1. Starting **May 17**, we will not require appointments in any of the West Hartford Public Libraries. Minimal furniture will be moved back to the floor to add seating at tables, still keeping social distancing while sitting and standing in mind. The amount of time patrons remain in the building will no longer be limited to 30 minutes for browsing. Computer appointments will be one hour.
 2. The greeter will remain in place at Noah Webster and Faxon for mask checks, parking validation, booking computer appointments, helping with directional questions, explaining hand sanitizer availability, etc. until at least September. The Blue Back door will continue to be the only one used for entry and exiting the building at Noah Webster. Curbside delivery service will remain in place at all buildings.

3. Starting **June 7**, library hours at NWL will increase from 5:00 to 6:00 PM Mondays – Thursdays and from 1:00 to 2:00 PM on Saturdays until September. On Fridays, we will continue to close at 5:00 PM. We plan to open additional evening and Saturday hours the beginning of September, similar to pre-COVID hours. The Bishops Corner Branch will now offer computer appointments. Branch hours will increase an additional 6 hours for the Bishops Corner Branch and 4 hours for Faxon. Branch hours will be back to similar to pre-COVID schedules in September.
- **Vaccine Information Line and Volunteer Service** Due to the fact that many people have completed their vaccine protocol, the calls have decreased and will be answered by the Adult Reference Desk staff. 200 calls have been received in April so far. We will continue to take calls about the vaccine as long as necessary. Library staff continue to volunteer weekly at the Town vaccine clinics, now having been moved from West Hartford Town Hall to the former Shop-Rite location.
 - **Smart Locker Project Update** -A survey of patrons done via email and print at the Bishops Corner Branch gave the following information:
 - Out of 425 surveys received back, a majority of respondents (318) said that they would be interested in this service at the Bishops Corner Library.
 - As to how this service would be helpful to the patrons,
 - 36% answered that the library hours are not always convenient for them
 - 39% answered that they would like the flexibility of picking up holds 24/7
 - 8% answered that they do not feel comfortable entering the library building
 - **National Library Week 2021** - National Library Week 2021 was celebrated at the West Hartford Libraries with an “I Love My Library Because” craft and an adult contest in which participants also shared what they love about the library. Three adult winners were awarded \$25 gift cards to the Hartford Baking Company.
 - **Children’s News** - Plans are underway for a robust schedule of outdoor programming this summer which will include music concerts in the town parks, visits from zoo animals, hula hooping, Faxon Fridays with outdoor art, bingo, lawn games, Shake Shack ice cream and more.
 - **Teen News** - We are moving forward with the Mayor’s Youth Council project. Kari Karp and Carol will attend a Town Council Meeting on May 11 to describe this project and answer questions from Council members. The West Hartford Mayor’s Youth Council is an advisory board to be comprised of 11 students in grades 9-12 from public, private, religious, or home school.
 - **Other News**
 - We are partnering with the Children’s Museum in West Hartford in a “Families Learn Together” opportunity to have the Faxon Branch Library be a site for museum staff to visit to present programming to neighborhood families with a STEAM emphasis. These would be held after school, in the evenings and on weekends.
 - The Connecticut Historical Society requested our partnership for them to offer free museum programs on Connecticut history for both children and adults in our library buildings or virtually.
 - A final partnership involves the Golden Door, a Center for Immigrants, an organization created in 2017 to bolster, assist and learn from immigrants

as they settle in the West Hartford area. The Book Club would launch in fall 2021.

- **Faxon Branch Library - Future Location** -The Town Council has authorized Town Manager Matt Hart to execute a contract to purchase the former St. Brigid School campus in Elmwood for \$3 million, with plans to transform the property into a new community and cultural center as well as the Faxon Branch Library.

9. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:26 pm. The next scheduled Board Meeting is May 24, 2021.

Respectfully submitted,

Eileen Daly
Board Secretary
West Hartford Library Board

"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."