

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES

Monday, June 28, 2021 6:30 p.m.

VIRTUAL MEETING

1. CALL TO ORDER

President Jill Spear called the Library Board to order at 6:32 p.m. Present, via Town of West Hartford WebEx, were Board members Kim Cohen, Gail Crockett, and Jill Spear, Acting Library Director Carol Waxman, and Janet Valencis, recorder. Members Eileen Daly and Dr. Natalia Menjivar were absent.

1. PUBLIC COMMENT - none

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

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

3. THE MEETING MINUTES of May 24, 2021 were approved as part of the consent agenda.

4. PRESIDENT'S REPORT

- a. West Hartford Board Training – Freedom of Information Act
Please notify Jill when you complete the training.
- b. Director Search – the search committee will be convening to restart the process.

5. OLD BUSINESS:

a. FY22 Budget Update

At this time, we are at the end of our fiscal year and have spent all of the materials budget. There is a surplus in the part-time staffing budget due to the decreased hours during the pandemic, associated with building closure and reduced occupancy. The part-time staffing surplus of \$200,000 will be returned to the Town, as committed in the revised FY 21 pandemic adjustments.

Beginning in July for the new fiscal year, staffing and scheduling for library services will be adjusted to align with the adopted FY 22 budget. The Faxon and Bishops Corner library branches will be open on the same schedule as pre-Covid. The Noah Webster Library schedule will be reduced 7 hours weekly and open on Sundays for 3 instead of 7 months.

The Librarian II – Programs and Publicity position remains on the Town's staffing roster but is not funded for the FY22.

The Library Director position is, of course, on the town's staffing roster. However, the FY22 budget assumes funding for half the year unless adjustments are made to cover the expense.

b. New Community Culture Center and Library Branch

Jill and Kim will draft comments about the new community center to submit to the Town Council.

6. NEW BUSINESS - none

7. DIRECTOR'S REPORT

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

Starting June 7th the main library extended hours from 5:00 to 6:00 PM Mondays – Wednesdays and from 1:00 to 2:00 PM on Saturdays. Beginning July 12th, the main library will be open until 8:00 PM Monday – Wednesday. Thursday and Friday closings will remain at 5 pm. After Labor Day, the main library will increase Saturday hours to 5:00 PM. And branch hours will be back on their pre-COVID schedule.

We continue to add back furniture to the library public spaces. Programming continues virtually for adults and outdoors for children for the summer.

During the pandemic, the library did not charge fines for late materials. Beginning July 1, the fine system will be reinstated. The block limit for a library card will be raised from \$10.00 to \$25.00.

The Smart Lockers have been ordered and we expect installation by the end of the summer. We are currently working on getting quotes for the electrical/Ethernet connections that are required.

Buildings:

1. The library has been granted \$24,500 through the American Rescue Plan Act. The funds will be used to purchase and Orangebox AirPod to be located in the Gallery area. Additional funding is still needed to complete the purchase and the library will be seeking additional grant funding for the remainder of the project.
2. The library is in the beginning stages of creating a Tech Lab in the former computer lab.
3. The library will be installing acoustic panels in the Gallery area as a first step to mitigate loud noises in that area.

The Mayor's Youth Council is the process of interviewing teen candidates for the council.

Beginning in September the library will launch a new 8 month programming initiative called *Celebrate All of Us*. It will be an opportunity to celebrate all the

cultures of West Hartford's diverse community through dance, food, music, crafts, author talks, travel talks and an art show.

8. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:12 PM. The next scheduled Board Meeting is July 26, 2021.

Respectfully submitted,

Jill Spear, Secretary Pro Tem
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."