

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES Draft

Monday, July 22 2019 – 6:00 p.m.
Board Room, Noah Webster Library

1. CALL TO ORDER

President Patty Farrah called the Library Board to order at 6:07 p.m. Present were Board members David Brandwein, Anne Donovan and Jill Spear, Library Director Martha Church, and Janet Valencis, recorder. Member Jean Martin was absent. No one was present from the public.

2. ADDITIONAL AGENDA ITEMS

- a. Vote on August Meeting
- b. Fine Forgiveness week in December

3. PUBLIC COMMENT - none

4. APPROVAL OF THE CONSENT AGENDA (Items 5 & 10a i, 10a ii, 10a iii.)

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

5. THE MEETING MINUTES of June 24, 2019 were approved as part of the consent agenda.

6. PRESIDENT'S REPORT

- a. Directors Review – The director's review was completed on June 24, 2019 in executive session. President Patty Farrah presented the review to the director on July 2, 2019. Ms. Farrah then sent a letter to the Town Manager summarizing the Board's review and recommending the director receive compensation to reflect her many accomplishments and excellent performance. The Board suggested that the Town Manager be invited to a Library Board meeting in the fall.

7. ACTION ITEMS - none

8. OLD BUSINESS:

- a. Volunteer Policy

Martha reviewed the revised policy and forms with the Board.

MOTION: On a motion made by David Brandwein and seconded by Anne Donovan, the Board unanimously approved the Volunteer Policy and its associated forms as presented.

9. NEW BUSINESS

a. August Meeting

MOTION: On a motion made by Jill Spear and seconded by David Brandwein, the Board unanimously approved the cancellation of the August 26, 2019 meeting.

b. Fine Forgiveness Week in December

The Board discussed the options for a Fine Forgiveness week and asked Martha to provide more information regarding the amount of fines that could possibly be forgiven. Further discussion was tabled to the next meeting.

c. Library Branding

Martha presented the new town logo and draft of a new library logo. The sense of the Board was that the West Hartford Library should continue to have its own logo and use the Town logo where appropriate. The Board approved the new library logo design.

d. Library Promotion

MOTION: On a motion made by Jill Spear and seconded by Anne Donovan, the Board unanimously approved a library marketing campaign whose goal is to further raise awareness of the variety of library services.

10. DIRECTOR'S REPORT

a. June Report, submitted:

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

b. Strategic Plan Update

i. Physical Spaces

1. A space assessment study has been done for the Gallery area at Noah Webster.
2. An acoustical study of that Gallery area will be done by University of Hartford students in the spring of 2020.
3. A citizenship corner has been created at Faxon Branch.
4. All three branches will have computers for filling out the census next year.

ii. Access to Information

1. Marketing of research databases offered by the library continues via the newsletter, banners displayed in the three libraries and outside the main library. Recent statistics reflect the success of this marketing campaign. The board suggested an insert to the Town's tax bill as a marketing tool.

2. Newspaper digitizing and webpage capture continues.
 3. A new reader's resource page has been created on the webpage.
- iii. Virtual Spaces
1. A list of model websites has been created. Local design companies will be asked to quote a new design for the Library website.
- iv. Engage the Community
1. Extra staff visits to schools.
 2. Increased community partnerships and programs.
 3. Census presentation to staff.
 4. Participation in Community Resources Fair at Town Hall.
- v. Stewardship
1. Professional development conference calendar has been distributed to staff for their review and possible attendance at conferences.
 2. A tentative plan has been developed to recognize library volunteers in our newsletter.

c. Current Monthly Briefing

- Work on the Faxon elevator continues. The elevator is expected to still be out of service for a week or more.
- The leak at Bishops Corner is still under investigation.
- Lights at the main branch have been replaced.
- The library took advantage of fiscal year sales to purchase additional electronic materials.
- Faxon has served 450 free lunches since June 17, 2019.
- Faxon Fun session one has finished and the second session has begun.
- A Story Time was held in Fern Park earlier in the month.
- Librarian 1 and Library Assistant recruitments are in process.
- The location for the October West Hartford Reads event will be Duffy School.
- As part of the West Hartford Reads program, 6 book discussions will be held in the upcoming months and will be facilitated by librarians from across the state.

11. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:30 pm. The next scheduled Board Meeting is September 23, 2019.

Respectfully submitted,

David Brandwein
Board Secretary