

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES
Monday, October 25, 2021 6:30 p.m.
VIRTUAL MEETING

1. CALL TO ORDER

President Jill Spear called the Library Board to order at 6:38 p.m. Present, via Town of West Hartford WebEx, were Board members Eileen Daly, Gail Crockett, Dr. Natalia Menjivar and Jill Spear, Acting Library Director Carol Waxman, and Janet Valencis, recorder. Member Kim Cohen was absent.

2. PUBLIC COMMENT - none

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

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

4. THE MEETING MINUTES of September 27, 2021 were approved as part of the consent agenda.

5. PRESIDENT'S REPORT

- a. West Hartford Board Training – Several Board Members have attended training.
- b. Director Search – There will be progress to report at the November meeting.

6. OLD BUSINESS:

- a. Facility Enhancements – Smart Lockers, Study Pod

Carol updated the board on the status of the Smart Lockers and the Study Pod. Both will be available shortly and will be publicized on the library website, library newsletter and various local news outlets.

- b. New Community Culture Center and Library Branch

Carol updated the board on the completion of the purchase of the property by the Town.

7. NEW BUSINESS

- a. Library Operating Schedule 2022 – Holiday and Sunday Calendar

MOTION: On a motion made by Gale Crockett and seconded by Dr. Natalia Menjivar, the Board unanimously approved the library calendar as presented.

- b. Library Operation Schedule Revision – Holiday early closings

MOTION: On a motion made by Eileen Daly and seconded by Dr. Natalia Menjivar, the Board unanimously approved the early closing schedule for the upcoming holidays

- c. Library Board Meeting Calendar

MOTION: On a motion made by Dr. Natalia Menjivar and seconded by Eileen Daly, the Board unanimously approved the Library Board meeting calendar as presented.

8. DIRECTOR'S REPORT

- a. September Report, submitted:
 - i. Library Administrative Report
 - ii. Budget Report
 - iii. Circulation Statistics First Quarter FY22
- b. Current Month Briefing.

The West Hartford Public Libraries continue to offer full service Saturdays until 5:00 PM at the Noah Webster Library and 2:00 PM at the branches and evening hours at all libraries. Sunday hours will be offered starting January 9, 2022. We will be open for 10 Sundays and hours will be noon – 4:00 PM.

We will continue to require all employees and visitors to continue to wear masks at our public libraries because we have large numbers of unvaccinated children that use the facility.

The WHPL is now collaborating with SCORE, a non-profit organization dedicated to mentoring small businesses. Those interested in starting a new business or growing an existing business can book an appointment through the library to meet with a mentor.

Homebound services are fully back in place as pre-Covid. Sixteen homebound patrons are being serviced.

The West Hartford Public Library participated in the Park Road Parade on the morning of October 2.

The photography competition had 74 submissions across all categories. The winners will be announced on November 1, 2021 and photos virtually displayed between November 14, 2021 and January 31, 2022. Winning submissions will also be enlarged in print and on view in the Noah Webster gallery. We are working on a partnership project with the West Hartford Parking Authority in which winning submissions will be enlarged and posted to light pole banners and displayed on South Main Street.

The 5th year of the Kindness Project has begun. Collections will benefit the Town of West Hartford Food Pantry as well as the Universalist Church Backpack program for students. Personal hygiene items, paper goods, diapers, laundry detergent, hand knit wool scarves are collected. The Kindness Project is a national model for the Collaborative Summer Library Programs initiative, in which libraries promote projects to help families with basic needs.

Notary Services

A notary service is now in place at the Noah Webster Library and soon at the Faxon Branch Library. The service is free of charge and available Monday – Friday by appointment only.

9. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:18 pm. The next scheduled Virtual Board Meeting is on November 22, 2021 at 6:30 pm.

Respectfully submitted,

Eileen Daly
Board Secretary
or
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."