

**WEST HARTFORD PUBLIC LIBRARY BOARD AGENDA
VIRTUAL MEETING**

Monday, April 25, 2022 - 6:30 p.m.

**This meeting can be viewed live on West Hartford Community Television at
www.whctv.org and www.youtube.com/whctv5**

1. CALL TO ORDER
2. PUBLIC COMMENT
3. APPROVAL OF THE CONSENT AGENDA (Items 4, & 8ai, 8aii)
4. APPROVAL OF THE MINUTES of the MEETING of March 28, 2022
5. CHAIR'S REPORT
6. OLD BUSINESS
 - a. FY2023 Budget Update
 - b. Library Issues and Trends – Intellectual Freedom
7. NEW BUSINESS
 - a. May meeting location
8. DIRECTOR'S REPORTS
 - a. March submitted:
 - i. Library Administrative report
 - ii. Budget report
 - iii. Quarterly statistics
 - b. Current Monthly Briefing
9. ADJOURNMENT
 - a. Next Meeting is scheduled for May 23, 2022

**Individuals who wish to comment on an agenda item, may do so by sending an email to
Board@westhartfordlibrary.org on or before April 22, 2022.**

**Any Individual with A Disability Who Needs Special Assistance to Participate In the Meeting Should Contact
Suzanne Oslander, Department of Social Services 561-7580, Five Days Prior To the Meeting**

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES
Monday, March 28, 2022 6:30 p.m.
VIRTUAL MEETING

1. CALL TO ORDER

Chair Eileen Daly called the Library Board to order at 6:40 p.m. Present, via Town of West Hartford WebEx. Present were Board members Kim Cohen, Eileen Daly, Gail Crockett, Dr. Natalia Menjivar and Jill Spear, Library Director Laura Irmscher, and Janet Valencis, recorder. Rebecca Nugent, Librarian, was present from the public.

2. PUBLIC COMMENT - none

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

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

4. THE MEETING MINUTES of February 28, 2022 were approved as part of the consent agenda.

5. PRESIDENT'S REPORT - none

6. OLD BUSINESS:

a. Staff Spotlight – Rebecca Nugent

Rebecca shared highlights of the recent adult winter reading program which was very successful.

b. FY23 Budget Update

Laura attended a Budget workshop and presented the library budget on March 16,

c. Staff Professional Development Update

The library will be holding a Staff Day on May 12, 2022. Staff training will be provided and the library will be closed.

MOTION: On a motion made by Kim Cohen and seconded by Gail Crockett, the Board unanimously approved the closing of the library on May 12, 2022 for a staff development day.

d. Library Issues and Trends – EBook bill update

Laura shared updates about the EBook bill which is moving along in the legislative process.

7. NEW BUSINESS - none

8. DIRECTOR'S REPORT

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

Laura shared some highlights

- February attendance was 19,000 people, our highest attendance for a month since we reopened in June of 2020.
- The library worked with another organization to collect medical supplies for the Ukraine. Library patrons were very generous.
- Studio 20 South is officially open and was showcased in a West Hartford News article.
- Faxon Fun is returning this summer after a two year hiatus.
- 2 February virtual programs drew our largest virtual attendance
 - Justice Ethel Rosenberg
 - Virtual Tour of Jane Austen's Home
- The Ballet will give a family program which is a preview of their upcoming performance of Aladdin on April 11, 2022.

9. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:05pm. The next scheduled Board Meeting is on April 25, 2022

Respectfully submitted,

Kim Cohen
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 96, Frontier TV Channel 6099, and streaming on the WHCI website."

Town of West Hartford
Library Expenditures
FY22 March 2022

	<u>GENERAL FUND</u>				
	BUDGET	ENCUMBERED	EXPENDITURE	BALANCE	% OF BUDGET SPENT
Expenditures					
Library Personal Expenses	\$2,379,131.00		\$1,606,746.39	\$772,384.61	68%
Library Non Personal Expenses	\$652,637.00		\$459,550.54	\$193,086.46	70%
Social Security Expenses	\$ 179,342.00		\$ 108,864.56	\$70,477.44	61%
TOTAL EXPENDITURES FUND 1	\$3,211,110.00		\$2,175,161.49	\$1,035,948.51	68%

MARCH 2022 Administrative Report

Library Statistics

- Total Circulation: 58,680*
- Smart Locker: 140 locker retrievals; 104 unique users in total
- Curbside appointments: 95
- New Cards: 239
- Study Pod Reservations: 56
- Collection Items Added: 3,007 (includes 1169 downloadable records)

*Previous reports only included physical materials for circulation. Going forward this number will include all checkouts – physical and digital.

Mayor's Youth Council

The Mayor's Youth Council met on 3/22 at Town Hall. Special guests included members of the West Hartford Teen Center's Teen Leadership Committee, who discussed some of their upcoming community service projects. TLC offered to run the sound system for MYC's "Celebrate Diversity" program happening 5/14 from 2-4pm in Blue Back Square. At the meeting, MYC members also voted for the winner of their "Logo Design Contest," which ended on 3/15. Libby Karim's logo was selected and will be used on applications, social media, and the MYC webpage in 2022-2023.

Priya Sinha, Sarah Granquist, Tziyona Goldfisher and Kari Karp met with Dr. Tracey Wilson on 3/16 and 3/23 to ask residents to sign a petition called "Application for the Honorary & Historic renaming of Public Streets." This petition proposes to change the name of New Street to Dinah Road in honor of two women who were enslaved in West Hartford in the 1700's. With the help of other MYC members, over 148 signatures were collected. Priya, Sinha and Tziyona will speak at a Town Planning & Zoning meeting on 5/2, where the public will be invited to argue for or against the renaming. We-ha covered the group's work in a [March 16 article](#).

Museum Pass Program Update

Recent additions to the Museum Pass Program include:

Hungerford Nature Center - a 30 acre nature and animal rehabilitation center in Kensington, Connecticut.

White Memorial Conservation Center - a natural history museum and nature center in Litchfield, Connecticut.

Storm King Art Center – This pass was donated by a library patron who sought us out with this gift. It is a large 500 acre area over the border in New York State and provides the largest collection of contemporary outdoor sculptures in the United States.

Studio 20 South

The Studio 20 South committee met with Michael Walsh of West Hartford News to publicize the Studio. The article is available digitally on CT Insider.

Library Community

Andrew Piro, Karen Polmatier, Carol Waxman, and Laura Irmischer gave a tour of our facilities to library staff from the Stratford Library. They are conducting walkthroughs of various Connecticut libraries to generate ideas for a potential renovation or rebuild of their current library and they admired a lot of the services and amenities that we provide to our community.

Lace up for the Library fun run

Bailey and Karen met with Marianne Esposito in late February and will meet again in early April to discuss the Lace up for the Library fun run, which will be held at St. Joseph's College on Saturday, June 4th. The Library Foundation will be sponsoring the event which will include 4 races of varying lengths, a superhero cape giveaway, a DJ and light refreshments. The event will be geared toward children ages 2 through 5th grade.

Community Outreach & Partnerships

Pramod Pradhan facilitated the **WH Human Rights Commission's** virtual meeting. Myra Clark Siegel of the American Jewish Committee was invited to address the WH Human Rights Commissioners on her campaign to have towns across the state join the International Holocaust Remembrance Alliance and resolution against anti-Semitism. Commissioners voted to approve Co-Chair Person Esam Boraey to serve on the New Elmwood Community Center Advisory Committee. Future meetings will be held in person at Elmwood Community Center from April onwards.

Pramod attended a virtual **Elmwood Business Association (EBA)** meeting. Various business community members participated in this meeting, along with town officials and elected officials. Updates from various town departments, including WHPD, WH Planning and Zoning, and WH Economic Development, were presented during the meeting. EBA has started Business Highlight of the month. A business establishment is given the floor to talk about their business to the attending members every month during the meeting. Gulftech gave a presentation about their business and their success being at Elmwood.

Pramod attended and spoke at **CLC's Immigration and Multicultural Services Roundtable** virtual meeting. The main agenda for this meeting was Serving Refugee Families in our Community. Dawn LaValle from CT State Library spoke about how libraries are helping refugees and the refugee resettlement agencies like IRIS, CIRI, and JFA by connecting them to the library and the community resources. Pramod spoke about various West Hartford Library in-person help and digital resources for new arrivals to help them learn English, Citizenship classes, access to computers, and hotspots from the West Hartford Library. Pramod also spoke about the library's involvement with various Town commissions and committees, advocating on behalf of

new arrivals in town and connecting them to various town resources, including Social Services and Schools.

Adult Services & Programs

Featured Programs (virtual)

- Katherine Hepburn: From Hartford to Hollywood
- Powerful Voices: Connecticut Women Changing Democracy
- Jews of New England

Regular Programs (virtual)

- *The New Yorker* Magazine Group
- West Hartford Fiction Writers
- Connecticut Screenwriters Group
- The Faxon Poets

Practice English in-person classes are taking place in the Faxon Community Room Fridays from 10 – 11:30 am. There are 12 students signed up for this program.

In March, the Adult Winter Reading Challenge concluded. A total of 137 adults participated between all three branches. These participants completed 119 activities and read over 560 books. Raffle winners received their prize baskets and pictures were posted on social media. Rebecca Nugent presented a summary of the program to the Library Board.

Andrew organized four virtual book discussions in March centered on the works of Gish Jen. Community members led discussions on three novels: *Typical American*, *Mona in the Promised Land*, and *The Resisters*, as well as Gish Jen's critically-acclaimed new short story collection, *Thank You, Mr. Nixon*. The discussions are all part of the build-up to the West Hartford Reads program with Gish Jen on April 6.

Lauren Yarnall submitted a Kiloil funding request for quarterly Take & Make Craft Kits for adult patrons from April 2022 through January 2023.

Teen Services & Programs

Featured Programs

- Teen Advisory Board
- All CT Reads Book Discussion: One of the Good Ones by Maika Moulite and Maritza Moulite
- Dungeons & Dragons Candlekeep Mysteries
- Virtual Anime Club with the Avon Free Public Library

A patron recently called to thank Kari Karp for her assistance. In the fall she helped a patron set up a zoom call with a few students applying to Yale University. The patron recently learned the

students were accepted and she said the call was influential in their admission. The patron praised Kari's assistance, saying "I couldn't have done it without her hard work and effort." Great work, Kari!

Kari spoke with Amy Mahoney (new WHPS Secondary Reading & English Language Arts Department Supervisor) about plans to bring back a summer reading requirement for 9th and 10th grade students. The school's theme is "Mirrors, Windows & Sliding Glass Doors." The public library will assist by promoting their summer reading program, purchasing additional copies of certain popular books, and creating a 1-minute promotional video.

Children's Services & Programs

Featured Programs

- Children in grades K-4 participated in Lego Club.
- Students in grades 4-7 participated in an afternoon of Marshmallow Madness featuring marshmallow challenges, shooters and much more.
- Spring storytime programs included Family Storytime, Preschool STEAM Storytime, Terrific Two's, Crafts for 3-5s and Mother Goose on the Loose.
- Children ages 6-10 were invited to 2 sessions of Food Explorers this month. During the first session they prepared Whoopie Pies and the second, Raspberry Cream Cheese Brownies. These sessions were held in a virtual format with children observing a Food Explorers chef and replicating the recipe in real time at home.

Bailey Berardino started a new storytime session at Bishops Corner. She runs 2 programs on Wednesdays and 1 on Thursdays. It was great to see a few returning families and large group of new faces enjoying storytime for their first time. The three programs have been well attended and successful and families are already asking for the next session.

Ellen Phillips-Willcuts's Monday and Tuesday Mother Goose at Faxon filled, with waitlists, with two miraculous groups of two year olds who sat, listened, and participated. Though we accepted a smaller group than in the past, attendance was steady with an average of 17 participants (children and adults) per class.

Upcoming Programs

Ballet Theater Company in Hartford has reached out to offer a program to us to preview the Aladdin ballet they will be performing at the Bushnell in April. This family friendly preview for children of all ages will take place on the morning of April 18 at the Noah Webster Library.

The West Hartford Public Library will collaborate with the Pride Celebration on June 25th by offering a Drag Storytime in our building at 2:00 PM.

Children's Room News

The children's areas in all West Hartford libraries are offering play activities as well as computers for children. The Toy Library at Noah Webster continues to gain in popularity. Toys

are circulating briskly and additional options will be ordered in the next fiscal year. Mission boards are available for children to locate objects around the room.

We have received all copies of the Nutmeg 2023 books ranging from Elementary to High School. Spine labels have arrived and cataloguing is taking place. The books will be available to the public in May to be in compliance with Nutmeg Award regulations.

Paperback books have been ordered for the summer 2022 Read Beyond the Beaten Path program. During the last two weeks in August, children bringing their summer reading forms to the three libraries will receive a book. As in past years, we will prepare a video to introduce the staff, talk about our services and buildings and to excite students to become part of our summer reading program and to attend all of the programs and activities available for them for summer 2022. Children's librarians will be located in "mystery" spots in town to record their portions of the videos. Children will guess where they are!

Staff Development and Committees

Two displays were featured through the work of the **Art Committee**. Sandy Hedderman showcased CBT memorabilia in the display case during the month of March. The Art National Honor Society from Hall and Conard High schools displayed their art work in the gallery during the month of March.

Rebecca Nugent attended a 3-part online workshop run by Library Journal called "How To Build Diverse Collections". This workshop hosted speakers and held discussions about ways to include wider perspectives in library collections, physical and digital. It also reviewed specifics regarding diversity audits of collections and orders.

The **Virtual Spaces Committee** met and discussed information on MeeScan, website edits, Studio 20 South, Raspberry Pi, a new social media committee, LibData, and Microsoft 365.

Bishops Corner

The West Hartford Public Schools Strive program is sending two student volunteers to Bishops Corner (with a job coach) for two hours a week. The students help organize book carts, identify "new" books that are no longer new, shelf read, and help with weeding projects.

Faxon

West Hartford Family literacy group from Charter Oak International Academy visited Faxon on March 25th, 2022, with the Families participating in the family literacy and ESL program. The group had storytime with Ellen, and they were also provided with all the information about resources and programs at Faxon. Pramod provided them with information about ESL classes at Faxon and the WHPL's digital resources to learn English.

The top portion of the new Faxon book drop has been fixed so that the return is now facing the correct way but we still are waiting on Facilities to install one more bollard installed in front of the return. The outdoor camera has been installed and is functional. This camera gives us a 24/7 view of the Faxon parking lot.

