

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

Monday, May 23, 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 April 25, 2022
5. CHAIR'S REPORT
6. OLD BUSINESS
 - a. Staff Spotlight – Maura Beaudreault, Publicity Specialist
 - b. FY2023 Budget Update
 - c. Staff Professional Development Update
7. NEW BUSINESS
8. DIRECTOR'S REPORTS
 - a. April documents submitted:
 - i. Library Administrative report
 - ii. Budget report
 - b. Current Monthly Briefing
9. ADJOURNMENT
 - a. Next Meeting is scheduled for June 27, 2022 at 6:30 p.m.

**Individuals who wish to comment on an agenda item, may do so by sending an email to
Board@westhartfordlibrary.org on or before May 20, 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, April 25, 2022 6:30 p.m.
VIRTUAL MEETING

1. CALL TO ORDER

Chair Eileen Daly called the Library Board to order at 6:35 p.m. Present, via Town of West Hartford WebEx were Board members Eileen Daly, Gail Crockett, Dr. Natalia Menjivar and Jill Spear, Library Director Laura Irmischer, 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 Jill Spear and seconded by Natalia Menjivar, the Board unanimously approved the Consent Agenda.

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

5. PRESIDENT’S REPORT - none

6. OLD BUSINESS:

a. FY2023 Budget Update – The Town Council is voting on the budget tonight.

b. Library Issues and Trends – Intellectual Freedom

Laura discussed some national trends and how our policies support our decision making on materials purchases.

7. NEW BUSINESS

a. May Meeting Location

The May meeting will be held in person in the Board Room at the Noah Webster Library.

8. DIRECTOR’S REPORT

- a. March Report, submitted:
 - i. Library Administrative Report
 - ii. Budget Report
 - iii. Circulation Statistics (issued quarterly)

b. Current Month Briefing.

- March circulation was the highest since the pandemic started.
- A firm has been selected to do the feasibility study for the new Community Center.
- We are in the process of hiring part time staff to fill reference, circulation and technology positions.
- The Mayor's Youth council created a petition to rename New Street to Dinah Street. The council will present their request to the planning and zoning commission.
- West Hartford Reads in April with Gish Jen was a success.
- In person children's programs are in progress now.
- Library staff will be attending the Connecticut Library Association Conference in Hartford CT on May 3 and 4.

9. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:10 pm. The next scheduled Board Meeting is May 23, 2022 in the Board Room at the Noah Webster Library.

Respectfully submitted,

Eileen Daly, 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."

Town of West Hartford
Library Expenditures
FY22 April 2022

	<u>GENERAL FUND</u>				
	<u>BUDGET</u>	<u>ENCUMBERED</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>% OF BUDGET SPENT</u>
Expenditures					
Library Personal Expenses	\$2,379,131.00		\$1,892,900.22	\$486,230.78	80%
Library Non Personal Expenses	\$652,637.00		\$497,508.19	\$155,128.81	76%
Social Security Expenses	\$ 179,342.00		\$ 129,115.20	\$50,226.80	72%
TOTAL EXPENDITURES FUND 1	\$3,211,110.00		\$2,519,523.61	\$691,586.39	78%

April 2022 Administrative Report

Library Statistics

- Total Circulation: 54,474
- Smart Locker: 118 locker retrievals; 112 unique users
- Curbside appointments: 88
- New Cards: 223
- Study Pod Reservations: 51
- Collection Items Added: 2581 (includes 1194 downloadable records)

Budget

Town Council approved the FY2023 budget on 4/25. The library's budget is essentially the same next year as it was this year, allowing for contractual salary increases. Unfortunately, the library's vacant Librarian II position was not funded again in FY2023. Over the next few months library's Operations Team will be looking at the highest priority needs and what can be addressed within the existing budget.

Community Center/Library Project

The Town's internal team (Laura Irmischer, Helen Rubino-Turco, Bob Palmer, Peter Privitera, and Rick Ledwith) met with Tecton Architects to launch the feasibility study to determine what the town will do with the 100 Mayflower St. property. An Advisory Committee of about 16 representatives from Town boards, commissions, and residents will meet regularly with the architects over the next 6 months to help determine what will be in the new facility.

Recruitment

The library began recruiting for several part-time positions in Adult and Children's Services at all 3 locations as well as IT. As we have returned to service hours near pre-pandemic levels and library usage has continued to grow, we have identified the need for more staff to cover available part-time shifts. Positions were posted in April and interviews were scheduled for early May. Hopefully by June we will be welcoming more staff to our incredible team.

Mayor's Youth Council

The MYC's Mental Health Action and Awareness subcommittee met with Caitlin Striff-Cave (host of The Staircase podcast) and Julia Tannenbaum (local YA author and mental health advocate) to prepare for an interview that will be posted on the MYC Instagram account during Mental Health Awareness Month (May).

Hall High School student Libby Karim was presented a \$100 gift card prize for winning the MYC Logo Design Contest. On 4/30, MYC released 2022-2023 applications and Kari Karp emailed principals to encourage them to nominate outstanding students for the council.

Lace Up for the Library Fun Run

This Foundation fundraiser will be postponed, allowing the team more time to prepare and work with the host facility to plan a successful event.

Community Outreach & Partnerships

Karen worked with Katherine Wilson from the **Fern Street Church** about starting a backpack distribution program at Bishops Corner to match the one already being offered at Faxon. This program provides weekend food support for West Hartford Public School students enrolled in their school year program. The summer program will also have food bags available to pick up each week during the summer break. The program runs June 16 – August 24. In April, 6 more students signed up for the program at Faxon, bringing that location's total to 18.

West Hartford Human Rights Commission met for the first in-person meeting after COVID closings. Commissioner discussion included details about West Hartford Compassion Honors. Pramod will be reaching out to the Town to promote this initiative through West Hartford Town Social media to get the nomination for this honor from the public. Commissioners approved nominating individuals for Memorial Day honor and taking part in the Memorial Day parade on May 30th.

Pramod and Laura attended the **Elmwood Business Association meeting** on 4/1 at Gastro Park. Laura introduced herself to the attending members. Various business community members participated in this meeting, along with town officials. Updates from various town departments were presented, including WHPD, WH Planning, and Zoning, WH Economic Development. MDC representatives presented their project happening around Elmwood.

Pramod continued meeting with Ellen Salzman-Fiske, founder president of **Golden Door Center for Immigrants**, and Elizabeth Hanlon, who is teaching and leading the discussion for Building Connections: Book Club for Immigrants. This series' third and final session started at Faxon on 4/20 and will take place every Wednesday from 6:30 pm – 8 pm through 6/22. This program is funded by Greater Hartford Community Fund. Pramod and Ellen will be having more conversations about reapplying for this grant to continue the program.

Pramod met with Mike Keo, the Co-Founder and External Affairs Director for the Make Us Visible project. Mike is also a Storyteller and a founder of #IAMNOTAVIRUS. Pramod shared various library projects with Mike and discussed the possibility of doing programs at the library and reaching out to more AAPI community members in West Hartford.

Laura attended **Passing the Torch**, a community celebration of the 50th anniversary of Title IX and the establishment of girls' sports, at Hall High School. This celebration brought together educators, coaches, athletes, and community leaders whose efforts helped to empower young women by advocating for equal opportunities in our schools and on the fields of athletics. At the end of the event, Laura accepted a commemorative book on behalf of the library. Four copies will be added to the collection, one for each location and one for the Local History Collection.

My Story Event

Laura, Carol, and Pramod met with WHPL Board members Gail Crockett and Jill Spear to plan for Gertrude Blanks Recognition program *My Story* on June 16th, 2022 in the auditorium at First Church. Committee members are confirming the speakers and finalizing details for this

program. WH Community Interactive TV will record this event and broadcast through the library's YouTube channel.

Adult Services & Programs

Programs are now held in a variety of ways. In-person, virtual, or hybrid programming options will continue based on the circumstances and availability of each program.

Featured Programs

- Sunflower Wine Bottle Painting Class (virtual)
- [CT Fastrak Bus Information Workshop](#) (virtual)
- [How to Heal Naturally](#) (virtual)
- [Author Talk: Martha Hall Kelly](#) (virtual)

On April 6 the Library hosted acclaimed author Gish Jen at Town Hall for this year's West Hartford Reads! The event was well-attended given where we are in the pandemic. The library collaborated with West Hartford Community Interactive (WHCI) to record the event and make the video available to those who were interested. The next West Hartford Reads! is slated for Spring 2023.

Regular Programs

- *The New Yorker* magazine discussion group(virtual)
- WH FICTION WRITERS (virtual)
- Connecticut Screenwriters (hybrid)
- Fiber Arts Book Club (hybrid)
- *The Atlantic* magazine discussion group (virtual)
- Night Owls Book Group (virtual)
- Practice English (in-person at Faxon)

Updates

The Reference Department created a [Book Lists](#) page to align with the Children's and Teen Department in making the various reading lists we create throughout the year always available.

Lauren completed 14 notary signatures for 11 patrons (10 West Hartford patrons and 1 non-West Hartford patron).

The Library teamed up with the town to collect the community's thoughts and feedback regarding housing in West Hartford. Patrons at all three library locations shared their thoughts on a board that asked various questions related to housing. Additionally, the Library helped promote the Town of West Hartford Housing Assessment Survey. The survey is a critical tool designed to help gather important information on demographics, community housing needs, and preferences to guide future opportunities for housing choice and diversity.

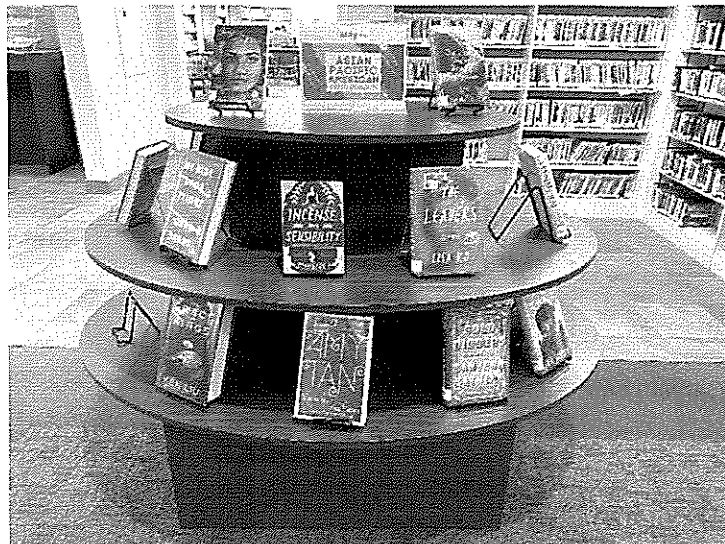
New Furniture

Through gracious funding from the West Hartford Public Library Foundation, the Library purchased new furniture for the Magazine Room at the Noah Webster Library. The furniture

recently arrived and it looks great. The new furniture consists of two benches, three side tables, and four chairs, upholstered in vinyl fabric that can be easily cleaned. This project provided a much-needed upgrade to the room – giving patrons a more comfortable, sanitary, and aesthetically-pleasing place to read and get work done.



The Noah Webster Library now has a larger book display table near the foreign language films. The table was purchased using funds from a patron donation and we're hopeful that the more elaborate display in such a heavily trafficked area will pique patrons' interest.



Teen Services & Programs

Featured Programs

- Teen Advisory Board (including visitors from the Society of Women Coders)

- Dungeons and Dragons
- Virtual Anime Club. Anime club participation has been steady, with members logging in from West Hartford, Avon, Southington and Bloomfield. Students from Jumoke Academy in Hartford will also start attending in May.

The Teen Poetry Contest ended on 4/30. Seventy-four high school and middle school students submitted 100 original poems. Teen staff will judge the poems and announce the winners on May 23.

Children's Services & Programs

Featured Programs

- Abrakadoodle Art visited on April 13 to present art classes during Spring Break. Children in grades K-2 attended 2 classes to create a "Nara Dog" sculpture and those in grades 3-5, a New York Cityscape.
- The Ballet Theater Company of Hartford presented a preview of their upcoming Bushnell show *Aladdin* to an audience of families on the morning of April 18. Fifty-one children and parents attended.

Upcoming Programs

- Ballet Hartford has scheduled a mini showing of their Alice in Wonderland performance on the morning of May 16 for preschool age children.
- The Hartt School Community Division will be offering a ballet mini class for preschool children and their parents on the morning of May 23.

Children's Room News

Children's librarians filmed a summer reading video scripted by Bailey and filmed by Pramod this month to excite children about summer reading. Secret locations (children will guess where librarians are filming) included Westmoor Park, the Reservoir, the new Elmwood Community Center, Elizabeth Park and Trout Brook Trail. The video will be shown in West Hartford public schools to classes ranging from preschool through fourth grade before the end of this school year.

Carol has been working with Trinity College student Katie Cerulle on her senior thesis about gender identity in children's literature. The West Hartford Public Library will be receiving seven books on that topic that she analyzed for her study as gifts for assisting her.

Students are submitting their votes for the Nutmeg 2022 Book Awards in their schools as well as in our libraries now. All votes will be in by April 30. On or about May 15th, the winning books from the April voting are announced.

For Pride Month in June, Children's will be accepting art from children who wish to participate. Submissions will be displayed at Noah Webster in the Children's Room.

Bishops Corner

Karen answered several questions from Tom Borysiewicz, Adult Services Librarian at the Bethel Public Library. Bethel is just about to go live with their own smart lockers and Tom had some questions regarding policies and procedures.

The roof at Bishops Corner is unfortunately leaking again. We had gone almost a year since the last leak. Catherine from Facilities is searching for a new roofing company who can look at the problem with fresh eyes.

Bishops Corner received six new computers for public use. These new computers will greatly improve both patron and staff experiences as they are replacing six old computers with various issues that needed constant fixing. Faxon will receive new computers next month.

Faxon

Faxon Fun planning is well underway. Teen assistants and volunteers are being interviewed, programs such as Mad Science, visits from the ambassador animals of the Forest Park Zoo, a cartooning workshop and a visit from Food Explorers are now booked. Registration will be held in person on May 18 at 6:00 PM. New books for each participant have been ordered and labeled with "Gift from the Hartford Foundation for Public Giving" plate.

Staff Development and Committees

Rebecca attended the CLA Reader's Advisory Roundtable, of which she is co-chair. Kymberlee Powe, Children and YA Consultant for the Connecticut State Library Division of Library Development was a guest speaker. Ms. Powe has given her presentation, "From Diversity to Inclusion: How to Audit Your Collection and Why" in many settings in Connecticut around the country and she has made the presentation available on YouTube. Rather than give the presentation, this session was an opportunity for attendees to ask Ms. Powe follow-up questions and for the discussion to get into more specifics of how to do an audit.

Jae and Jennifer attended virtual NETSL (New England Technical Services Librarians) conference.

The **Health and Safety Committee** had a meeting on 4/21 and Bailey set up a training for the staff on the use of the new AED systems to be held in May.

The **Celebrate West Hartford Committee** has finalized our plan of action for the day. We will be hosting a Wordle game, using five letter book titles, in our booth that day. Each participant will receive a small token and will be entered into a raffle to win a basket of Ct products.

Kari Karp hosted the first **Social Media Committee** meeting on 4/27. Attendees reviewed the library's social media platforms, popular posts from 2021/2022, and engagement numbers. The team will use the library's Canva Pro credentials to start creating flyers and posts. Rebecca also set up a social media calendar that the group will use to plan posts for the month of May.