

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES
Monday, July 25, 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 were Board members Kim Cohen, Eileen Daly, Gail Crockett, Dr. Natalia Menjivar and Jill Spear, Library Director Laura Irmscher, and Janet Valencis, recorder. No one 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 Gail Crockett, the Board unanimously approved the Consent Agenda.

4. THE MEETING MINUTES of June 27, 2022 were approved as part of the consent agenda.

5. CHAIR'S REPORT

- a. If a member of the public would like to have their comments read at a meeting, they need to be submitted in advance. The meeting agenda notes the submission deadline.
- b. Jill attended an advisory board meeting for the new community center. She outlined the discussion points and stated that the library's initial list of requirements was included in the advisory board meeting notes.

6. OLD BUSINESS: none

7. NEW BUSINESS

a. Adding an item to the agenda

MOTION: On a motion made by Kim Cohen and seconded by Gail Crockett, the Board unanimously approved the addition of an agenda item about modifying the library schedule for a staff development event.

b. Staff Professional Development

Laura stated that the staff professional development plan includes 1 full day and two half days of training. On September 8, 2022, the library would like to have a half day of professional development for staff. All three branches of the library would be closed from 10 am to 2 pm. All three branches would open at from 2 pm to 5 pm that day.

MOTION: On a motion made by Jill Spear and seconded by Gail Crockett, the Board unanimously approved the schedule change for staff professional development.

8. DIRECTOR'S REPORT

- a. June Report, submitted:
 - i. Library Administrative Report
 - ii. Budget Report
 - iii. Circulation Statistics
- b. Current Month Briefing.
 - The library website will be the host for the new Community Center's webpage. The library will also provide information to residents via the library newsletter and physical copies of information at library sites.
 - Two new part time children's reference librarians have been hired as well as a part time technical assistant.
 - The children and teen librarians have been working with the schools to have students sign up for library cards.
 - The library met with the Adult Education Program to discuss how the library and the Adult Education Program can collaborate to better serve the adult education population.

9. EXECUTIVE SESSION

MOTION: On a motion made by Jill Spear and seconded by Gail Crockett, the Board went into Executive Session to discuss a personnel matter at 7:05 pm.

Board members Kim Cohen, Eileen Daly, Gail Crockett, Dr. Natalia Menjivar and Jill Spear as well as Library Director Laura Irmscher attended the executive session.

The board returned to the regular meeting at 8:23 pm.

10. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 8:24pm. The next scheduled Board Meeting is September 26, 2022

Respectfully submitted,

Kim Cohen
Board Secretary

"This meeting was held remotely and the public had the ability to view the meeting in real-time live on West Hartford Community Television at www.whctv.org and www.youtube/whctv5.