

West Hartford Public Library Board Agenda

Virtual Meeting

Monday, November 28, 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 October 24, 2022 Meeting
5. Chair's Report
6. Old Business
 - a. Staff Spotlight: Brett Freiburger, Local History Librarian
 - b. New Community Center & Library Project – Jill Spear & Laura Irmscher
 - c. Library Board Meeting Dates – Eileen Daly
 - i. December 2022
 - ii. 2023 Schedule
7. New Business
 - a. Policy Review: Piano Policy – Laura Irmscher
8. Director's Reports
 - a. November documents submitted:
 - i. Library Administrative report (October)
 - ii. Budget report
 - b. Library Updates – Laura Irmscher
9. Adjournment
 - a. Next Meeting is to be determined at this meeting

Anyone requiring auxiliary aid or service for effective communication or modification of policies or procedures to participate in a meeting, service, program or activity of the Town of West Hartford, should contact Suzanne Oslander, ADA Coordinator, at suzanneo@westhartfordct.gov or (860) 561-7580, as soon as possible, preferably seven days beforehand.

Public Comment Instructions: Individuals who wish to comment on an agenda item, may do so by sending an email with the subject "public comment" to Board@westhartfordlibrary.org on or before November 25, 2022.

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES
Monday, October 24, 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 Imscher, and Janet Valencis, recorder. No one from the public was present.

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 Kim Cohen, the Board unanimously approved the Consent Agenda.

4. THE MEETING MINUTES of September 29, 2022 were approved as part of the consent agenda.

5. CHAIR'S REPORT - none

6. OLD BUSINESS:

a. New Community Center & Library Project – Jill Spear & Laura Imscher

The feasibility study is coming to a close in December and presentations to Town Council subcommittees, the community, and the Advisory Committee will be made this week.

7. NEW BUSINESS

a. Library Board 2023 Meeting Dates – tabled to November

b. 2022-2023 Holiday and Sunday Schedule – Laura Imscher

MOTION: On a motion made by Kim Cohen and seconded by Jill Spear, the Board unanimously approved the Library calendar as presented.

c. Policy Review Calendar – Laura Imscher

Laura presented a proposed calendar which schedules the review of all library policies over a three year period.

8. DIRECTOR'S REPORT

- a. October Report, submitted:
 - i. Library Administrative Report
 - ii. Budget Report

iii. Circulation Statistics (issued quarterly)

b. Current Month Briefing.

- i. The 6th annual Kindness Project, which collects toiletries for the Food Pantry, will kick off soon.
- ii. The Mayor's Youth Council will collect items for the Kindness Project at the schools.
- iii. Library staff have done outreach to The Court of St James, Charter Oak Family Resource Center and WHAASCO.
- iv. The yearlong Celebrate All of Us initiative, which is funded by a Kilfoil grant, has kicked off with programs on dance and religion. This initiative celebrates cultures around the world.

9. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:15 pm. The next scheduled Board Meeting is November 28, 2022.

Respectfully submitted,

Kim Cohen
Board Secretary

Town of West Hartford
Library Expenditures
FY23 October 2022

	<u>GENERAL FUND</u>				<u>% OF BUDGET SPENT</u>
	<u>BUDGET</u>	<u>ENCUMBERED</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	
Expenditures					
Library Personal Expenses	\$2,640,978.00		\$771,404.83	\$1,869,573.17	29%
Library Non Personal Expenses	\$652,637.00		\$281,601.49	\$371,035.51	43%
Social Security Expenses	\$198,319.00		\$40,766.01	\$157,552.99	21%
TOTAL EXPENDITURES FUND 1	\$3,491,934.00		\$1,093,772.33	\$2,398,161.67	31%

October Administrative Report

Library Statistics

- Total Circulation: 55,117 (3% increase from October 2021)
- Smart Locker: 162 locker retrievals; 177 unique users
- Curbside appointments: 60
- New Cards: 248
- Study Pod Reservations: 65
- Collection Items Added: 2,531
- ILL: 14 requests to borrow; 22 items supplied to other libraries
- Notary: 20 patrons served
- Tech Help: 11
- Studio 20 South Appointments: 9

New Community Center & Library Project

October was a busy month for Tecton architects as they work toward wrapping up the community center & library feasibility study. They held a virtual meeting on zoom as well as in-person community and advisory committee meetings. They also presented their progress to the Town Council's standing committees on Human & Community Services and Community Planning & Economic Development. Information and presentation slides from these meetings can be found on the project website: <https://www.westhartfordlibrary.org/the-library/feasibility-study/>. Tecton is working toward a final recommendation to be presented to Town Council in December.

Staff Recognition

Congratulations to **Ellen Phillips** and **Pramod Pradhan** for being selected by the Town of West Hartford's Employee Recognition Committee for their design and implementation of Faxon Fun 2022!

November GOAT

This month, Desiree has passed the goat to **Heidi Reagan** along with the following kind words:

"Heidi's presence in our libraries is warmly abundant! She works at all three branches, in adult and children's, welcoming staff and patrons with a smile and a hearty laugh when the conversation warrants. She is caring and knowledgeable, passionate and dedicated, and a wonderful person to have on your team. Need help doing research and gathering resources? Need clarification on the latest political debate? Need a colleague to back you up or assist with handling a rowdy patron? Heidi can help you with all that and then some! Did I mention that many books she ordered for the library collection have had TPD peeps excited to get artsy and crafty? Well, now you know! Heidi's helped me as a librarian, laughed with me (numerous times) as a colleague, and been keen enough to know when I needed a positive boost."



October in TPD: The goat helping discard books.

The Local History Room Reopens!

At long last, the Local History Room is now open to the public! Hours are as follows: Monday 12-6, Wednesday 2-8, Friday 10-2, and then the 1st and 3rd Saturday of each month from 10-2. If the Local History Room is closed, items are still accessible by staff. Patrons can also view the

Local History page or contact Brett Freiburger directly for further assistance. Brett can be reached at 860-561-6987 or bfreiburger@westhartfordct.gov.

West Hartford Infrastructure Project

The Town of West Hartford is developing a comprehensive Infrastructure Master Plan for West Hartford Center. Given the continued growth and expansion of the Center over the past 30 years, an evaluation of the existing street infrastructure, such as traffic lanes, sidewalk widths, bus stop accommodations, and landscaping in the area is necessary to ensure that the area remains a great place for residents, visitors, and businesses. Many of the lessons learned from this process will be applicable to other parts of town as well. Laura recently met with Duane Martin to learn more about the project and how it affects the library. They discussed the popularity of the short-term parking in front of the library and started looking at the exterior sign and potential opportunities for improvements.

An interactive map of West Hartford Center has been made available for community members to mark locations where issues currently exist and identify potential opportunities which could be addressed in the Infrastructure Master Plan. Community members can also view the feedback left by others and express their support for other ideas. While the comment period has closed, the map is still available for everyone to see the input gathered so far:

https://engagestantec.mysocialpinpoint.com/whcenterplan/whcenterplan-map#/sidebar/tab/welcome_and_get_started

Smart Lockers

October 21st marked the one-year anniversary of the Smart Lockers at Bishops Corner. During the past year, we processed 1,568 total deliveries, delivering over 3,000 items to 170 registered West Hartford Library patrons. Several days during the past month the lockers have been at 100% capacity (meaning that all 21 were filled with items for different patrons). The library sent locker patrons a special newsletter to celebrate the anniversary and remind everyone of our policies to keep the materials moving and the slots available for the next patron.

Staff Updates

We are pleased to announce more excellent part time staff joining our team: reference librarians Amanda Stern, Joanna Ziarnik, and Kyra Walker, and Studio/Lab assistants Cindy Pan and Benson Thai. Welcome to West Hartford!

We were sad to learn about the passing of Kathy Calder, former Children's Services Manager, Faxon Branch Manager and Assistant Library Director for the West Hartford Public Library. Kathy was a beloved member of the West Hartford team for over 30 years before retiring and moving to Vermont with her husband Charles. Kathy was always calm and caring, devoted to her colleagues and patrons and a friend to all.

<https://www.legacy.com/us/obituaries/hartfordcourant/name/katharine-english-obituary?id=36914973>

From Our Patrons

Here are some stories and interactions our staff recently had with patrons at the library:

A patron recently called about renewing her library card and sent in this thank you note:

Dear Ann Marie,

Now that's what I call service. I am so thankful that you used common sense and helped me out. I'm stuck for three weeks after foot surgery.

Now I can read to my heart's content.

Thank-you so very much

Martha

Adult Services & Programs

Featured Programs

- Can We Talk About Simon's Stutter Though? Bridgerton as a Disability Narrative (virtual)
- Insulation / Energy Efficiency (virtual)
- Cooking with Fall Favorites (virtual)

Total Attendance for Featured Programs: 85

Regular Programs

- *The New Yorker* magazine discussion group (virtual)
- West Hartford Fiction Writers (virtual)
- Connecticut Screenwriters (hybrid)
- Faxon Poets (in-person)
- *The Atlantic* magazine discussion group (virtual)
- Fiber Arts Book Club (hybrid)
- Night Owls Book Group (virtual)
- Cookbook Club (in-person)
- Classics of Modern Short Fiction (in-person)
- Second Innings (in-person)

Total Attendance for Series Programs: 309

Children's Services & Programs

Programs

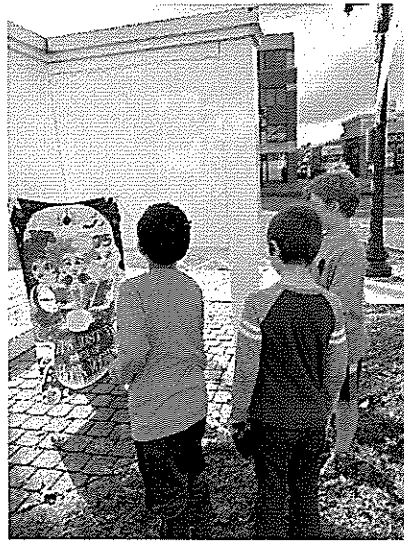
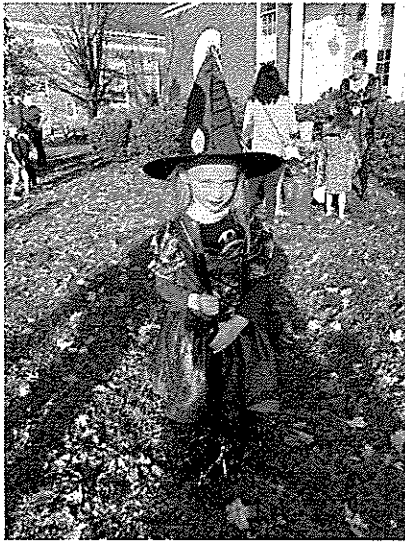
Bailey finished up her fall story time session that included Mother Goose on the Loose, Bouncing Babies and Family Storytime. A total of 200 children and adult attended the programs including several new BC families.

"Pumpkin Fairy Houses" was offered to students in grades 4-7 on Tuesday afternoon, October 18 by Miss Sara.



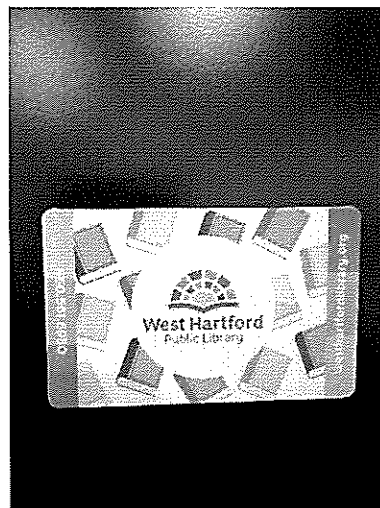
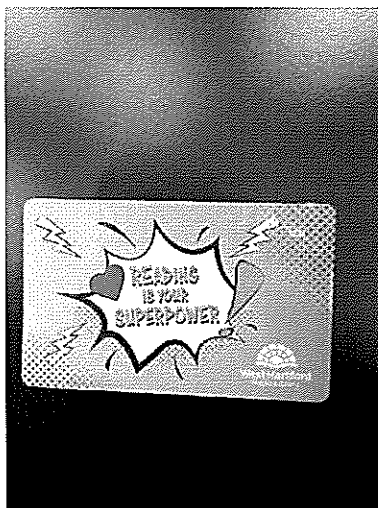
Children in grades K-4 were invited to Hocus Pocus, an event offering an opportunity to create magic potions, play tic tac toe with pumpkins and stick the nose on the witch, participate in broom races and toss bean bags on the afternoon of October 26. Refreshments were generously provided by the West Hartford Public Library Foundation.





Updates

Introducing the new children's library cards! Children can choose either option. Thank you to Leslie Sano for designing these. We will continue to use the present children's Little Noah cards until they are gone and hope to debut the new cards in January.



Carol attended the Reading Under the Stars family event at the Whiting Lane School on October 6 to read stories, register families for library cards and chat about library programs and services.

Teen Services

Programs

- Pumpkin Book Art
- Halloween-themed Anime Club
- A new bi-weekly Dungeons & Dragons campaign for 5th-7th graders began meeting in the Story Room hosted by volunteer Colin Gallant.
- Pokémon Pumpkins event
- On Saturday, October 29 West Hartford Immigrant Teens hosted a Halloween social event from 3-4:30.

Updates

- West Hartford Immigrant Teens met Friday, October 7 at 5pm at Town Hall. They are planning a "Welcome to West Hartford" brochure for teens and a WHIT Halloween party for October 29 at the Noah Webster Library.
- A new West Hartford Immigrant Teens page was added to the website <https://www.westhartfordlibrary.org/teens/west-hartford-immigrant-teens/>.
- The Mayor's Youth Council Butterfly Project subcommittee met with Kathy Fishman from Voices of Hope on October 17. MYC is planning on running an event the Thursday before Holocaust Remembrance Day (January 26).

Mayor's Youth Council

The Mayor's Youth Council Meeting and Election was held on October 25 at Town Hall with guest speaker Dr. Tracey Wilson.

At the Mayor's Youth Council on Tuesday evening, a chair for the Kindness Project (teen impact project led by members of the MYC) held in conjunction with the main Kindness Project, was chosen. Caitlin Striff-Cave from Hall High School will chair this committee made up of members from each of the four town high schools – KO, Hall, Conard and New England Jewish Academy. Posters and bookmarks have been distributed to the committee so that they can set up collection boxes in their schools. The Kindness Project collection dates this year will be November 14 – December 16.

LIBRARY BOARD MEETING DATES

DRAFT 2023 Calendar

The Library Board meets the 4th Monday of the month unless otherwise indicated
Meetings are held in the Library Board Room or virtually

Monday, January 23, 2023 6:30 pm
Library Board Annual Meeting

Monday, February 27, 2023 6:30 pm

Monday, March 27, 2023 6:30 pm

Monday, April 24, 2023 6:30 pm

Monday, May 22, 2023 6:30 pm

Monday, June 26, 2023 6:30 pm

Monday July 24, 2023, 6:30 pm (optional)

Monday, August 21, 2023 6:30 pm (optional)

Monday, September 18, 2023 6:30 pm -early due to Yom Kippur holiday

Monday, October 23, 2023 6:30 pm

Monday, November 27, 2023 6:30 pm

Monday, December 18, 2023 6:30 pm (optional) – early due to Christmas holiday

2024

Monday, January 22, 2024 6:30 pm
Library Board Annual Meeting

West Hartford Public Library POLICY MANUAL

Title: Piano Policy (in meeting room)

Approved and revised by the Library Board October 20, 2008

The piano located in the Library Meeting Room at the Noah Webster Library is maintained for library-sponsored events. The Library will arrange for tuning of the instrument on a regular basis.

The piano is available for use by organizations that have contracted for the use of the Meeting Room. Someone from the organization should arrange to pick up a key to open the piano, must guarantee that it is used only under supervision, and that the key is returned before leaving the Library. No food, beverage, etc. should be placed on the piano.

Revised, October 20, 2008.

Replaces "Use Of Webster Hall Piano," adopted October 10, 1999.