

West Hartford Public Library Board Agenda

Virtual Meeting

Monday, February 27, 2023 - 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 January 23, 2023 Meeting.
5. Chair's Report
 - a. Election of Officers – Eileen Daly
6. Old Business
 - a. FY24 Budget Update – Laura Irmischer
7. New Business
 - a. Library eBook Bill – Laura Irmischer
8. Director's Reports – Laura Irmischer
 - a. January documents submitted:
 - i. Library Administrative report (January)
 - ii. Budget report
 - b. Library Updates
9. Executive Session
 - a. Director's Review
10. Adjournment
 - a. Next Meeting is scheduled for March 27, 2023.

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 February 24, 2023.

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES
Monday, January 23, 2023, 6:30 p.m.
VIRTUAL MEETING

1. CALL TO ORDER

Chair Eileen Daly called the Library Board to order at 6:31 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 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 Gail Crockett and seconded by Kim Cohen, the Board unanimously approved the Consent Agenda.

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

5. CHAIR'S REPORT

- a. Election of Officers has been tabled to the February meeting.

6. OLD BUSINESS:

- a. New Community Center & Library Project

Laura shared a possible rendering of the building that was part of the feasibility study. The town must now decide on financing the project and selecting an architect.

7. NEW BUSINESS

- a. FY24 Budget & Fine Free Proposal

Laura shared the details of the FY24 budget submittal to the town. She also shared the Fine Free proposal she submitted to the town. Laura will meet with town officials in the next few weeks regarding the budget and the fine free proposal. No motion is needed at this time.

- b. Staff Day March 23, 2023

The library plans on closing the library from 10 am to 2 pm on Thursday March 23, 2023, for a staff half day session. The library will open from 2 pm to 5 pm that day. The plan is to have two half day staff days each year, one in the spring and one in the fall.

MOTION: On a motion made by Jill Spear and seconded by Dr. Natalia Menjivar, the Board unanimously approved the March 23, 2023 staff half day session.

8. DIRECTOR'S REPORT

a. November 2022 and December 2022 Reports, submitted:

- i. Library Administrative Report
- ii. Budget Report
- iii. Circulation Statistics second quarter

b. Current Month Briefing.

- The library will be open ten Sundays this year, starting with yesterday January 22nd. There was a music program held on the 22nd and it was well attended.
- The library has an adult winter reading challenge that is currently going on.
- Studio 20South is seeing success with increased usage.

9. EXECUTIVE SESSION

The executive session for the library director's review was tabled to the February meeting.

10. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:16 pm. The next scheduled Board Meeting is February 27, 2023.

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."

Town of West Hartford
Library Expenditures
FY23 January 2023

	<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	\$2,640,978.00		1,373,536.89	\$1,267,441.11	52%
Library Non Personal Expenses	\$652,637.00		387,385.69	\$265,251.31	59%
Social Security Expenses	\$ 198,319.00		95,014.13	\$103,304.87	48%
TOTAL EXPENDITURES FUND 1	\$3,491,934.00		\$1,855,936.71	\$1,635,997.29	53%

January Administrative Report

Library Statistics

- Total Circulation: 58,191 (8% increase from January 2022)
- Smart Locker: 153 locker retrievals
- Curbside appointments: 211
- New Cards: 336
- Study Space Reservations: 104
- Collection Items Added: 2,197
- Notary: 21 patrons served
- Tech Help: 12 patrons helped
- Studio 20 South visits: 26
- Local History: 23 reference transactions

Open Sundays!

The Noah Webster Library is now open on Sundays from 12-4 pm now through April 2nd. To kick off our new hours, we had a great music program, *International Music with Mandolin and Guitar*, and are planning for more musical programs this spring.

Studio 20 South Highlights

Great write-up and pictures of Studio 20 South in the weekly Business Buzz section of we-ha.com: <https://we-ha.com/west-hartford-business-buzz-january-9-2023/>

Recent activities in the Studio:

- A class of 8 students came in with their teacher to record a commercial for
- an in-school snack cart business.
- On the digitization front, one patron salvaged family holiday videos from a recently deceased relative while another dug up footage of the time his father was on the news for his work developing a machine that counts cranberries.
- Still another plugged away on a pulling TV Public Access footage for a documentary he's working on.
- A gentleman brought in 35mm slides for digitizing from 40+ years ago of his underwater adventures and travel photography from The Galapagos, Indonesia, and various other parts of the world. He donated a sheet of slides to the space to use for demonstration purposes and expressed interest in teaching a future photo-editing workshop.
- We 3D printed a number of toys and figurines for younger patrons as well as a
- key piece to a pinball machine for an adult one.
- The Cricut machine has been used to create vinyl resists for one patron's pottery while also used to create decorative work for the water bottles of a local volleyball team.



Community Engagement & Outreach

Building Connections Book Club

Another session of the Building Connections Book Club began in January, and meets weekly on Monday mornings at 10am at the Faxon Library. This book club is for Advanced English learners who want to develop their English reading and communication skills in a diverse, inspiring and encouraging environment. WFSB Channel 3's Great Day program came to visit the book club on January 30th. You can see the book club featured in the two segments linked here:

Part 1: <https://www.youtube.com/watch?v=o5DQWI-B9nA>

Part 2: <https://www.youtube.com/watch?v=C1Gw5GJSw6s>

You can also read about the book club in this We-ha.com article: <https://we-ha.com/more-than-words-west-hartfords-building-connections-book-club/>

The speakers for the winter session include Adrienne Billings-Smith, Equity Coordinator for the Town of West Hartford, Roszena Haskins, Director of Equity Advancement for West Hartford, and Esam Boraey, Co-Chair of West Hartford Human Rights Commission. This program is made possible by Hartford Foundation for Public Giving.

Human Rights Commission

On Jan 12th, the West Hartford Human Rights Commission celebrated the Universal Declaration of Human Rights. This celebration was held at West Hartford Town Hall. Deputy Mayor Liam

Sweeney read a proclamation on behalf of the mayor and the Town Council. Pramod had signed up people to read the articles from the declaration in various languages. There were 24 individuals signed up to read the articles in various languages, several of them from West Hartford Immigrant Teens and Mayor's Youth Council. West Hartford Interactive TV arranged a live broadcast of the event through Channel 5 and their YouTube channel.

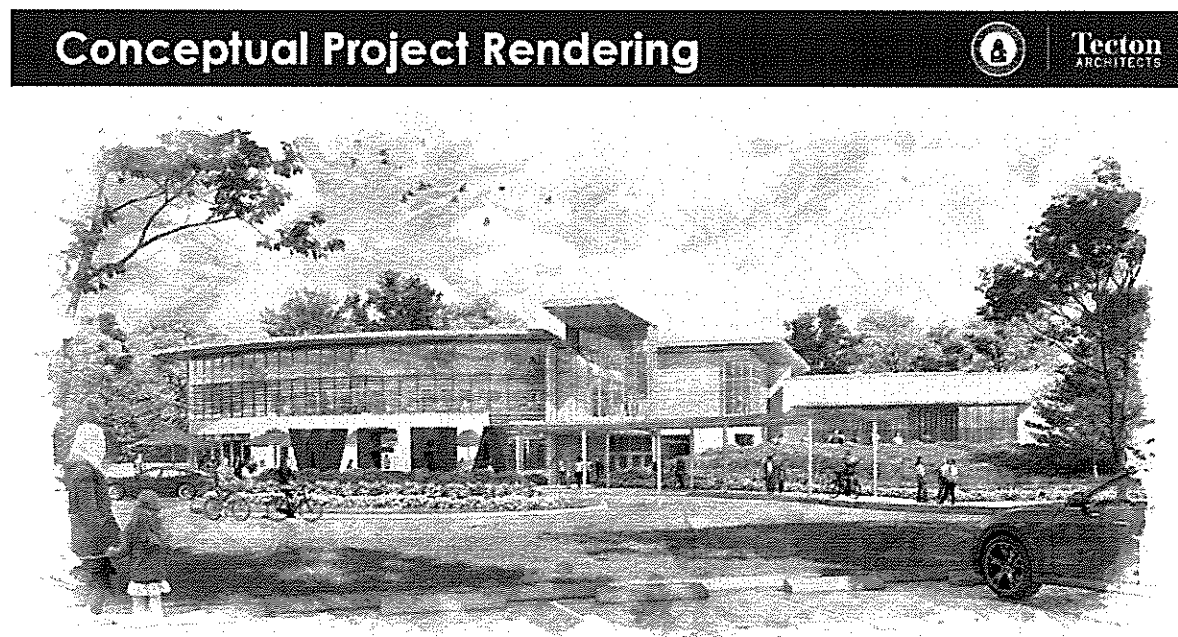
Collaboration Opportunities

- Laura Met with Roszena Haskins and Adrienne Billings-Smith from the Town's Equity Advancement team to discuss programming collaboration opportunities.
- Pramod met with the executives of the United Nations Association of Connecticut to discuss the possible program collaboration between the library and the association. They will be coming to speak with the West Hartford Immigrant Teen Club to talk to them about various youth programs they do, including leadership training programs.

Carol attended a program in the former West Elm Store in Blue Back Square on Sunday, January 29 to celebrate Lunar New Year with members of Concerned Parents of Color, Rise Up and UCONN Asian American Study Institute. A collection of books both on the Lunar New Year and Black History were displayed and library cards offered. Activities included a paper lantern making workshop, live painting by local artists, a Mahjong tournament and guest readers.

New Community Center & Library Project

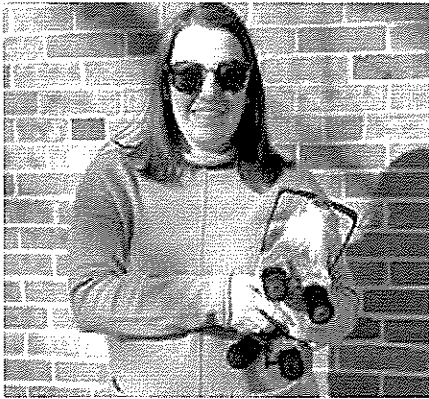
Tecton completed their Feasibility Study for the new community center, library, and senior center project and presented their findings to Town Council. The full report is available on the [project page](#) of the library's website. Here is a rendering of what the new building could look like:



Staff Updates

Two new pages have begun work at Bishops Corner. Both are students at Hall High School. Welcome Vitalina Veriienko and Emma Romayko! We also welcomed back Merc Suchocki as a page in the Children's Department at Noah Webster.

February GOAT – Sara Bartelmo



For February's GOAT, I would like to nominate Sara Bartelmo. Sara is deserving of recognition for her creative, enthusiastic work at the library. Like her talented colleagues in children's programming, Sara conducts all sorts of fun story time, crafting and making programs. She has also helped build up the toy library and she has been instrumental in re-imagining the picture book browser bins in the Preschool Room. All of the picture books are now re-catalogued and labeled in an array of fun, easy-to-browse categories. This project was many months in the making and required Sara and Carol to peruse basically every single

picture book at NWL! Sara also serves on various committees and has been involved with bringing about numerous improvements throughout the library. - Jennifer Pfeifer

From Our Patrons

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

Hello, I'm writing to thank you and to let you know that I'm truly enjoying the New York Times digital subscription offered via our town library card. What a great benefit. I wish only that the access didn't need to be renewed every 24 hours, but it is a small inconvenience and doesn't keep me from using the service. Please continue to offer this wonderful benefit. Many thanks.

-Kaitlin

Adult Services & Programs

Featured Programs

- Gynecological Cancers (virtual)
- Meditation (virtual)
- 10 Tips to Manage Stress (virtual)
- International Music with Mandolin and Guitar (in-person)
- Narcan Training and Suicide Prevention (in-person)
- Coping With Mass Violence (virtual)

Total Attendance for Featured Programs: 277

Regular Programs

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

Total Attendance for Series Programs: 145

Children's Services & Programs

Programs

We will be partnering with Ballet Theater Company for a performance of excerpts from their spring production of Cinderella. The performance will be held at the Town Hall Auditorium in April. Due to the large size of the size, registration will not be required, and all families will be able to attend. The Ellen Jeanne Goldfarb Memorial Charitable Trust will generously support this program.

Updates

Road Trip Kits, specially curated small suitcases filled with books, games, gadgets and small toys to educate, entertain and delight children of all ages as they travel, are now available in all library buildings. There are 6 kits available at the Noah Webster Library and 3 each at the branch libraries. The kits will circulate for 3 weeks. This project was funded by the West Hartford Public Library Foundation.

Teen Services

Programs

- The Teen Department hosted an Anti-Stress Jars craft on January 21 that was attended as a field trip by 12 members of the Conard Arts, Crafts & Tea Club.
- Registration opened for a 7-week Girls Who Code series which will begin on March 4 and run through April.
- Four members of Mayor's Youth Council spoke at Voices of Hope's 13th annual Holocaust Remembrance Day event on January 29.

West Hartford Immigrant Teens developed an Art and Chat series for participants to do crafts and practice their English in a relaxed environment. A different theme / activity will be presented every month.

- **Drawing with Adeebah Alnemar** – Saturday February 4, 10AM @ Faxon Library
- **Collage with Erica Bloch** – Saturday, March 4, 10AM @ Faxon Library – [Register Here](#)

- **LED Embroidery with Amal Zubeidy** – Saturday April 1, 10AM @ Noah Webster Library Studio 20 South – [Register here](#)

There was also a great article in we-ha.com about the group:

<https://we-ha.com/west-hartford-immigrant-teens-group-offers-social-and-community-service-opportunities/>

Updates

- A D&D webpage was created with information on campaigns and the proposed July 8 convention: <https://www.westhartfordlibrary.org/teens/dungeons-and-dragons/>
- Teen Advisory Board created a The StoryGraph account to share books they read and want to read in 2023. This will help bring literacy back to TAB, which has largely focused on programming. Their goal is to collectively read 100 books this year. <https://app.thestorygraph.com/currently-reading/whpltab>
- The [Mayor's Youth Council webpage](#) has new information on the Butterfly Project and the Green Your Yard, Clear the Air video contest.
- The Mayor's Youth Council subcommittee gave a presentation at Voices of Hope's 13th Annual International Holocaust Remembrance Day event on January 29 at Emanuel Synagogue.
- Kari and members of Mayor's Youth Council attended Suicide Prevention & Narcan training on January 24.