

CANCELED

West Hartford Public Library Board Agenda

Virtual Meeting

Monday, March 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 February 27, 2023 Meeting.
5. Chair's Report
6. Old Business
 - a. FY24 Budget Update – Laura Irmscher
 - b. Library eBook Bill update – Laura Irmscher
7. New Business
 - a. Policy Review – Circulation Policy (preview)
8. Director's Reports – Laura Irmscher
 - a. February documents submitted:
 - i. Library Administrative report
 - ii. Budget report
 - b. Library Updates
9. Executive Session
 - a. Director's Review completion
10. Adjournment
 - a. Next Meeting is scheduled for April 24, 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 March 24, 2023.

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES

Monday, February 27, 2023, 6:30 p.m.

VIRTUAL MEETING

1. CALL TO ORDER

Chair Eileen Daly called the Library Board to order at 6:36 p.m. Present, via Town of West Hartford WebEx were Board members Eileen Daly, Gail Crockett, EJ Greenspan, and Dr. Natalia Menjivar, Library Director Laura Irmischer, and Janet Valencis, recorder. Member Kim Cohen was absent. Jill Spear was present from the public.

2. PUBLIC COMMENT - none

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

MOTION: On a motion made by Gail Crockett and seconded by Dr. Natalia Menjivar, the Board unanimously approved the Consent Agenda.

4. THE MEETING MINUTES of January 23, 2023, were approved as part of the consent agenda.

5. CHAIR'S REPORT

- a. Welcome to the new board member EJ Greenspan.
- b. Farewell to Jill Spear as she leaves the board. She made a large contribution to the Library Board with her time, her knowledge, and her enthusiasm. She will be missed.
- c. Election of Officers

Chair – Eileen Daly

Vice Chair – Gail Crockett

Secretary – Kim Cohen

MOTION: On a motion made by Gail Crockett and seconded by Dr. Natalia Menjivar, the Board unanimously approved the slate of officers as presented.

6. OLD BUSINESS:

- a. FY24 Budget Update – Laura Irmischer

The budget has been presented to the Finance Director and Town Manager. It includes the funding for the Librarian II position, as well as the Fines Free proposal. Laura will present the budget to the Human & Community Services Committee on March 13, 2023.

7. NEW BUSINESS

a. Library E-Book Bill

A new bill is in State Legislature committee to improve the licensing terms of libraries for E-Books.

8. DIRECTOR'S REPORT

a. January Report, submitted:

- i. Library Administrative Report
- ii. Budget Report
- iii. Circulation Statistics (issued quarterly)

b. Current Month Briefing.

- i. Work on the Spring Storytelling event has begun
- ii. West Hartford Reads will be held in the fall.
- iii. The Ballet will present Cinderella at the town hall. This event is funded by the Kilfoil Bequest at the West Hartford Library Foundation.
- iv. A seven-week series "Girls Who Code" will be held soon. Teen volunteers will assist with the program.

9. Executive Session

MOTION: On a motion made by Gail Crockett and seconded by Dr. Natalia Menjivar, the Board went into Executive Session at 7:02 pm.

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

10. Executive Session ended at 7:53 pm and the board returned to the meeting.

11. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:54 pm. The next scheduled Board Meeting is March 27, 2023 at 6:30.

Respectfully submitted,

Eileen Daly, Secretary Pro Tem
West Hartford Library Board

"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.com/whctv5."

Town of West Hartford
Library Expenditures
FY23 February 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		1,571,275.44	\$1,069,702.56	59%
Library Non Personal Expenses	\$652,637.00		412,377.10	\$240,259.90	63%
Social Security Expenses	\$ 198,319.00		108,947.96	\$89,371.04	55%
TOTAL EXPENDITURES FUND 1	\$3,491,934.00		\$2,092,600.50	\$1,399,333.50	60%

February Administrative Report

Library Statistics

- Total Circulation: 55,142 (7% increase from February 2023)
- Smart Locker: 142 locker retrievals
- Curbside appointments: 56
- New Cards: 229
- Study Space Reservations: 102
- Collection Items Added: 2,076
- Notary: 25 patrons served
- Tech Help: 18 patrons helped
- Studio 20 South visits: 22
- Local History: 18 reference transactions

New Library Board Member

Town Council appointed Elizabeth "EJ" Greenspan the Library Board for her first term and she jumped right into service with her first Board and Foundation meetings at the end of the month. EJ is a regular Bishops Corner patron and will be visiting Faxon and Noah Webster in March. EJ is replacing Jill Spear who completed her final Board term in December. We extend a warm welcome to EJ and a heartfelt thank you to Jill for all her service to the library.

Ukraine Collection

This winter we had a second donation for Ukraine, with this one focusing on winter clothing and other support items. To say that the collection has been robust is an understatement. The community has responded with great interest, enthusiasm, and generosity. Piles of boxes and bags were sorted and picked up for shipment. The efforts and the generosity of our community will be highlighted in the Mayor's announcements for the March 14th Town Council meeting which is televised on West Hartford Community Interactive.



Media Coverage

NBC 30 reporter Leslie Mayes interviewed Mayor's Youth Council members for her Connecticut in Color segment, which aired on February 15:

<https://www.nbcconnecticut.com/community/connecticut-in-color/walking-tour-explores-connections-to-slavery-in-west-hartford/2977393/>

Community Engagement & Outreach

Pramod attended a public hearing on CT House bill 6656 on February 15th at the Legislative Office Building in Hartford. The bill, if passed, will require the knowledge test for the motor vehicle operator's license to be offered in the Nepali language if requested by the applicant. The Interest in such service at CT DMV was first brought to Rep. Kate Farrar's attention by the representatives of the Nepalese community of West Hartford when Kate had an open office discussion at the Faxon library. Pramod got the word out about this public hearing amongst the Nepalese community and helped prepare for written testimonies.

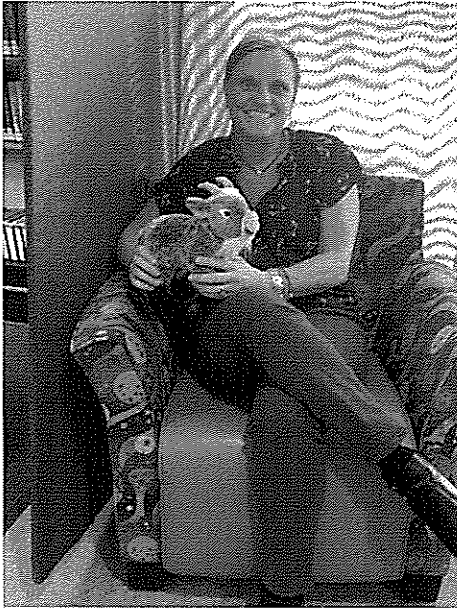
The Town of West Hartford Office of Equity Advancement and the Library partnered on a survey asking residents for input on the types of community-building activities that they would be interested in. We received over 250 responses so far and will be working together to review feedback and collaborate on future programming for people of all ages.

Staff Updates

We are very pleased to announce that Hannah Hokanson will be the new full-time Library Assistant in the Children's Room at the Noah Webster Library, replacing Judy Krzyzek, who has retired and is now back with us part-time.

The new WHPS student volunteer Gavin started his work at Bishops Corner. Gavin had a great first day and we look forward to seeing him every Monday for the remainder of the school year.

March GOAT – Janelle Walsh



Janelle is friendly, helpful, and excellent with patrons. She creates eye-catching book displays that capture patrons' (and staff's) attention. The flyers she designs are informative and colorful. Janelle is flexible and willing to pitch in here or there. She's always willing to take on new projects and seeks out things to do. – Sara

From Our Patrons

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

An email excerpt from a member of the Fiber Arts Book Club:

It's been a year for me that I joined this FAB Club and I enjoy this set up immensely. Now I have a dedicated knitters' group for all my amateur questions that has made me more brave in taking on and reaching to the finish line on my project (knitted hat) in record time for myself. I am so happy and excited to tackle more projects with this club.

Also, initially I never was interested in reading/listening books of fiction genres but the selection of books in this FAB Club not only motivated me to read fiction but pursue my knitting journey without compromising my time.

Adult Services & Programs

Featured Programs

- Doctor, I'm Dizzy. Getting the Best Care For a Dizzy Patient (in-person)
- The Truth About Being a Senior: A Look Into Living Communities and Estate Planning (virtual)
- How to be Italian (in-person)
- Comprehensive Retirement Planning (in-person)

Total Attendance for Featured Programs: 213

Regular Programs

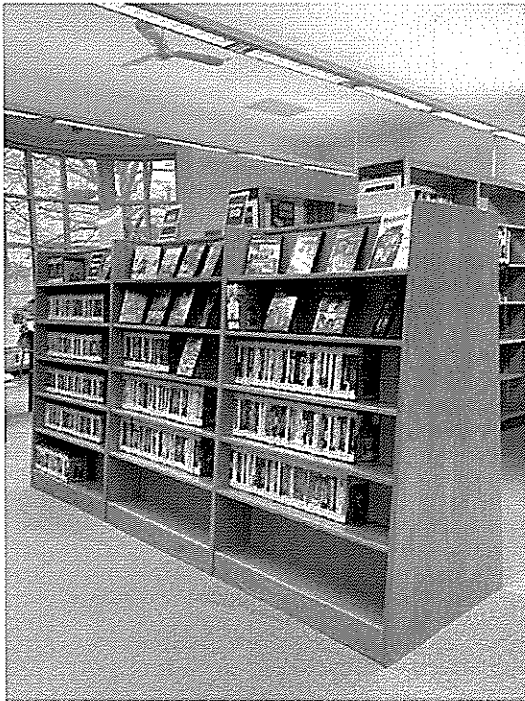
- *The New Yorker* magazine discussion group (virtual)
- West Hartford Fiction Writers (virtual)
- Connecticut Screenwriters (hybrid)
- Faxon Poets (hybrid)
- *The Atlantic* magazine discussion group (virtual)
- Fiber Arts Book Club (hybrid)
- Night Owls Book Group (virtual)

Total Attendance for Series Programs: 129

Updates

Our Puzzle Exchange has been very popular and, since its inception, we've observed patrons of all ages doing puzzles in the library. We purchased a puzzle table and set it up in the gallery for all to participate and enjoy.

Branch Libraries

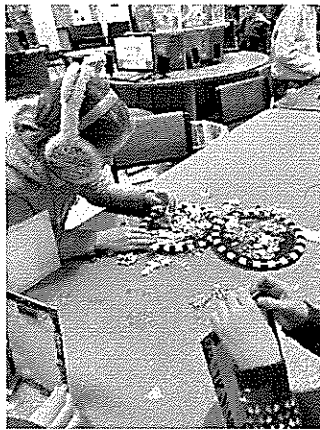
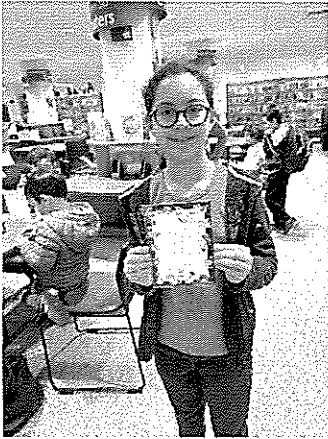


Faxon's new DVD shelving is built and in use! They look great, a huge improvement over what we had before. Extra thanks to Bryan from Public Works and Pramod for working hard to get these done.

Children's Services & Programs

Programs

Take Your Child to the Library Day was held on Saturday, February 4 brought many families to the Noah Webster Library to decorate picture frames, color bookmarks and attend a Creative Dance program.



Plans are in place to offer a beginner's chess club for children in grades 1-4. Local resident and retired educator John Sherman is bringing his love for the "Game of Kings" to the library to teach the basics of chess to beginners during a four-week session to be held on Monday afternoons after school. Registration begins in March.

Faxon's upcoming session of Mother Goose at Faxon filled up so quickly that Ellen expanded the waitlist and added an extra session that will meet on Mondays on the children's floor.

Story times at Bishops Corner also completely filled up in the first two days of registration.

Families attended a performance by acrobat Li Liu on the afternoon of February 21, during the school's brief winter break. The performance included hand balancing, plate spinning, trick cycling, foot juggling, ribbon dancing and Chinese water bowl manipulation. Li shared her work and travel experiences which included Chinese language, geography and culture. A sign language interpreter was present for families requesting that service.



Teen Services Programs

- Norfeldt International Night (with West Hartford Immigrant Teens)
- Make Your Heart Pretty (assisting Studio 20 South)
- Teen Embroidery Circle
- Sawyer Bloom from Teen Advisory Board will be running a monthly Teen 3D Printing Club starting in late March.
- The Teen Embroidery Circle hosted by Rachael on 2/18 was a hit and patrons have asked for more embroidery programs.

Updates

- The Teen Department is offering a Make a BookMatch promotion until 2/28. Teens fill out a BookMatch form and a book recommendation is checked out to them and held at the circulation desk with a bag of Valentine's treats.