

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES
Monday, September 23, 2024, 6:30 p.m.

1. CALL TO ORDER

Vice -Chair EJ Greenspan called the Library Board to order at 6:35 p.m. Present were Board members Kim Cohen, Eileen Daly, and Natalia Menjivar, Library Director Laura Irmischer, and Heidi Reagan, recorder. Chair, Gail Crockett was absent.

2. APPROVAL OF THE CONSENT AGENDA (Items 2a, 2b. and 2c)

- a. Approval of the Minutes of the June 24, 2024, Meeting.
- b. Library Administrative reports.
- c. Budget Report.

MOTION: On a motion made by Kim Cohen and seconded by Natalia Menjivar, the Board unanimously approved the Consent Agenda.

3. CHAIR’S REPORT - none

4. BUSINESS ITEMS

- a. 2024 – 2025 Holiday Schedule

MOTION: On a motion made by Natalia Menjivar and seconded by Eileen Daly, the Board unanimously approved the 2024 – 2025 Holiday Schedule.

- b. Staff Day: October 24, 2024 (Library will be closed from 10 a.m. – 2 p.m.)

MOTION: On a motion made by Natalia Menjivar and seconded by Eileen Daly, the Board unanimously approved closing the Library from 10 a.m. – 2 p.m. on October 24 for Staff Day.

- c. Strategic Plan Update – Laura Irmischer
 - i. Committee 1 – Expand Access to Library Resources
 - 1. Remote Printing capability has been installed in all libraries.
 - 2. Instant Language Assistant is available and being used with positive results.
 - ii. Committee 2 – Increase Awareness of Library Services and Reach New Users
 - 1. We are actively promoting awareness of free parking at Main.
 - 2. We are offering numerous activities promoting Library Card Sign-up Month.
 - iii. Committee 3 – Support All Employees
 - 1. W2W Group has been established and is looking into using W2W more effectively to track workflow.
 - iv. Committee 4 – Build More Responsive and Inclusive Collections and Programs
 - 1. We have added a language field to the purchase suggestion form.
 - 2. We have added classes that are more interactive and include movement activities.

3. We purchased Owlberta to enhance virtual meeting and program experiences.
- v. Committee 5 – Improve Building Experience
 1. Plans are in the works for upgrading the Meeting Room to better represent the West Hartford Library.
5. Director's Report – Laura Irmscher
 - a. Bookwyrms Fest was a tremendous success with increased attendance and programs and activities for all ages.
 - b. Book It! Fun Run featured races and fun for children of all ages.
 - c. Summer Reading Programs were offered for all ages and showed increased participation.
 - d. West Hartford Reads! will be featuring renowned author, Jacqueline Woodson.
 - e. The Mezzanine elevator will not be repaired until November and is providing numerous challenges to staff and the public.
 - f. The book thief was arrested, and the Town is seeking restitution for books that were stolen.
 - g. The new Library/Community Center project is underway

6. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:15 p.m. The next scheduled Board Meeting is October 28, 2024.

Respectfully submitted,

Kim Cohen
Board Secretary
West Hartford Library Board