

West Hartford Public Library Board Agenda

Monday, September 29, 2025 - 6:30 p.m.

Noah Webster Board Room

1. Call to Order
2. Public Comment
3. Approval of the Consent Agenda (Items 3a, 3b, and 3c)
 - a. Approval of the Minutes of the August 25, 2025 Meeting
 - b. Library Administrative reports (August)
 - c. Budget report
4. Chair's Report
5. Business Items
 - a. Library Policy updates – Laura Irmscher
 - b. 2025-2026 Holiday Schedule
6. Director's Report
7. Adjournment
 - a. Next Meeting is Monday, October 27, 2025.

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 September 26, 2025, or by attending the meeting in person.

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES
Monday, August 25, 6:30 p.m.

1. CALL TO ORDER

Chair Gail Crockett called the Library Board to order at 6:35 pm. Present, were Board members Kim Cohen, Eileen Daly, Natalia Menjivar, EJ Greenspan, Library Director Laura Irmscher, and Heidi Reagan, recorder. Member Gail Crockett was present via Zoom.

2. PUBLIC COMMENT - none

3. APPROVAL OF THE CONSENT AGENDA (Items 3a, 3b, and 3c)

- a. Approval of the Minutes of the June 23, 2025, Meeting.
- b. Library Administrative Reports (June and July).
- c. Budget Report.

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

4. CHAIR'S REPORT – Gail had nothing to report.

5. BUSINESS ITEMS

- a. Library Board Hearing Process
 - i. Written by Corporation Counsel, Cynthia Lauture, the process reflects changes the Board Members suggested.

MOTION: On a motion made by Eileen Daly and seconded by Natalia Menjivar, the Board unanimously approved the Library Board Hearing Process as written.

- b. Library Policy and State Law Requirements – Laura Irmscher
 - i. Drafts of the four policies are in the final edit stage
 - ii. They will go to Corporation Council, Cynthia Lauture for review.
 - iii. Then to the State Library for approval
 - 1. The checklist the State Library has provided is being followed to the letter
 - iv. Laura provided the section of House Bill 7287 with language relating to the Board responsibilities.
 - v. After the State Library approves the policies, they will be given to the Board for approval.
- c. Staff Day – Laura Irmscher

MOTION: On a motion made by Natalia Menjivar and seconded by Kim Cohen, the Board unanimously approved keeping the Library closed until 2pm on November 6, 2025 to enable staff to attend the Library's Fall Staff Day.

6. DIRECTOR'S REPORT

- a. Summer Briefing – Laura Irmscher
 - i. BookWorm was a huge success
 - 1. 2200 visitors attended
 - ii. Faxon Fun
 - 1. Four weeks of programs
 - 2. Additional adult staff was provided to support the program
 - iii. Summer Reading programs are wrapping up now
 - iv. Book It Fun Run
 - v. Bishops Corner Ice Cream Social
 - vi. Faxon Outdoor Movie
 - vii. 800 community members attended the Back to School Bash
 - viii. All programs exceeded attendance expectations
- b. West Hartford Reads!
 - i. Liz Moore will be presenting
 - ii. The program is scheduled for October 23, at Sedgwick Middle School
- c. Gail will be traveling to Japan in October and will be staying for up to three months.

7. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:12 pm. The next scheduled Board Meeting is September 29, 2025 at 6:30 pm.

Respectfully submitted,

Eileen Daly, Secretary Board Secretary
West Hartford Library Board

August 2025 Administrative Report

Summer Reading Wrap Up

We had a wonderful summer with people of all ages participating in our summer reading programs. Here's a quick look at the numbers:

Children: 322 students completed their reading logs; 755 children attended summer reading programs

Teen: 73 participants; 409 activities & programs completed/attended

Adults: 110 participants; 1,033 books read; 67 activities completed

Recent Media

Follow the links below for recent media coverage about the library's programs and services.

[Bestselling Author Liz Moore To Headline West Hartford's Biggest Literary Event Of The Year](#) (we-ha.com)

['Rolie Polie Guacamole' Concert Is Thursday At West Hartford Town Hall](#) (we-ha.com)

[West Hartford Town Hall To Become Concert Hall](#) (Patch)

Staff Updates

Departures

We said goodbye to these staff members and wish them all the best:

Laura Pudvah – PT Librarian, Reference

September GOAT – Karen Polmatier

Karen is not only a great manager, but a wonderful mentor. Karen takes her time to listen to her staff while offering a guiding hand in what her staff wants to achieve. Karen always has a quick smile and friendly approach when it not only comes to the staff but to the patrons. Karen has been a fixture in entire West Hartford Public library system. From having positions at the main library branch that included but not limited to Adult Reference and head of TPD. She has helmed both Faxon and Bishops branches. Her staff is always happy to have her in their corner.

-Meredith



Community Engagement & Outreach



Carol and Amy attended the late afternoon Back to School Bash in Blue Back Square. Vendors, music and dance, bubbles, games, a painting party and more were offered.

This is the third year of the backpack distribution. This year was the first time it was held in an expanded model, in Blue Back Square, and with the library joining the festivities.

From Our Patrons

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

Comment card submitted by a patron at Faxon:

“Best Library Ever – Respectful, clean, kind staff – very efficient”

Adult Services & Programs

Local History

Visitors: 27 in-person and 7 off-site requests

Patron interest areas: House histories, items to donate

August Highlights:

- Brett began going through old periodicals that are bound to weed for duplicates, condition, and scope of collection.
- Closed out the last Kilfoil grants left from previous fiscal years by ordering movable storage racks, clam-shells for pamphlets, and larger boxes to transfer the library collection in to.
- Prepared for a Simmons intern this Fall.

Studio

Perler Bead Backpack Keychains

Cherokee had a full house of people of all ages designing and pressing their own keychains! They made flowers, pandas, pizza slices, and more.



Branch Libraries

Bishops Corner

We had over 400 people through the doors at BC on August 1 for the Ice Cream Social, and I would guess that at least 380 of them had ice cream! We went through 30 half gallons of ice cream and more toppings than I can count.

Cool-ology visited Bishops Corner and over 20 kids had a wonderful time doing experiments and learning about color!

Locker Stats:

There were 218 deliveries to the lockers during the month of August and now have 411 registered locker users.



Faxon

Please enjoy viewing these videos from 2 sessions of Faxon Fun 2025 (Grades 1-3 in Session 1 and Grades 4-6 in Session 2)

Faxon Fun Session I

<https://www.youtube.com/watch?v=Fo71UX8iF8Y>

Faxon Fun Session II

<https://youtu.be/RqtQLLOv8UM>

We had a great turnout for DogMan at Faxon on the evening of August 8th! Pramod was a fabulous MC and Ellen and Karen barely could keep up with the popcorn demand.

Children's Services & Programs

Programs

- In Steam Lab, children in grades K-1 joined Miss Emily for a STEAM storytime to read stories, explore science, technology, engineering, art and math concepts, and experience a hands-on activity. The interactive session encouraged creativity, curiosity, and problem-solving in a fun and engaging way.
- In Origami Paper Circuits with Miss Sara, students in grades 4-7 combined art, engineering and electronics to create an origami sculpture that illuminated. Participants learned to make a circuit using coin batteries, tape and LEDs.
- Another awesome summer program took place on August 12 – Chocolate Olympics with Miss Sara! Students in grades 3-6 joined together for our delicious version of the Olympics, to compete in challenges that were fun and chock full of chocolate.



Teen Services

Programs

- D&D Campaigns
- Teen Coffee Filter Flowers
- Teen Paint Night w/ Pam's Picasso's

Library Financials - General Fund
September, 2025

Year	Rollup Code Description	Period Actuals	YTD Actuals	Original Budget	Available Budget
2026	GF-Library-Personal	118,544.93	584,097.54	3,188,238.00	2,604,140.46
2026	GF-Library-NonPers	44,230.17	224,926.97	663,312.00	438,385.03
2026	GF-Library-Sundry	8,218.81	40,386.02	238,725.00	198,338.98

Draft West Hartford Public Library

2025 – 2026 Holiday Schedule

2025 Library early closings (already approved)

Wednesday, November 26, 2025 – all locations close at 4:00pm

Wednesday, December 24, 2025 – BC and NWL close at 2:00pm; Faxon does not open

Wednesday, December 31, 2025 – all locations close at 4:00pm

2026 Library early closings

Wednesday, November 25, 2026 – all locations close at 4:00pm

Thursday, December 24, 2026 – all locations close at 2:00pm

Thursday, December 31, 2026 – all locations close at 4:00pm

Town Holiday – Library Closed

Observed On

New Year's Day

Thursday, January 1, 2026

Martin Luther King, Jr. Day

Monday, January 19, 2026

Presidents Day

Monday, February 16, 2026

Good Friday

Friday, April 3, 2026

Memorial Day

Monday, May 25, 2026

Juneteenth

Friday, June 19, 2026

Independence Day

Saturday, July 4, 2026

(Town is observing on July 3; Library will be open on July 3 and close July 4)

Labor Day

Monday, September 7, 2026

Columbus Day

Monday, October 12, 2026

Veterans Day

Wednesday, November 11, 2026

Thanksgiving Day

Thursday, November 26, 2026

Christmas Day

Friday, December 25, 2026