

West Hartford Public Library Board Agenda
Special Meeting

Monday, December 1, 2025 - 6:30 p.m.
Noah Webster Story 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 October 27, 2025 Meeting
 - b. Library Administrative report (October)
 - c. Budget report
4. Chair's Report
5. Business Items
 - a. Security at Library Programs and Events
 - b. Sunday Hours 2026
 - c. Annual Meeting preparation
6. Director's Report
7. Adjournment
 - a. Next Meeting is Monday, January 26, 2026

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 28, 2025, or by attending the meeting in person.

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES
Monday, October 27, 2025, 6:30p.m.

1. CALL TO ORDER

EJ Greenspan called the Library Board to order at 6:33p.m. Present, were Board members Kim Cohen, Eileen Daly, and Natalia Menjivar, Library Director Laura Irmscher, and Heidi Reagan, recorder. Chair, Gail Crockett was absent.

2. PUBLIC COMMENT - none

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

- a. Minutes of the September 29, 2025, meeting
- b. September Library Administrative Report
- c. Budget Report

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

4. CHAIR'S REPORT

- a. EJ Greenspan acknowledged what a huge success the West Hartford Reads! program featuring author Liz Moore was and thanked the library staff for all their efforts.

5. BUSINESS ITEMS:

- a. Library Policies for review and approval:
 - Collection Development and Maintenance Policy
 - Display Policy
 - Program Policy
 - Material Review and Reconsideration Policy
- i. A discussion was had about the policies and edits were made to the Program Policy and Material Review and Reconsideration Policy

MOTION: On a motion made by Natalia Menjivar and seconded by Kim Cohen, the Board unanimously approved the Collection Development and Maintenance Policy, the Display Policy, the Program Policy, and the Material Review and Reconsideration Policy with the suggested edits.

- b. Library Board November and December Meeting Dates

MOTION: On a motion EJ Greenspan and seconded by Natalia Menjivar the Board unanimously approved the suggestion that the November 24, 2025 and December 22, 2025 meetings be cancelled and replaced with a Special Meeting on Monday, December 1, 2025 at 6:30p.m.

- c. Library Board 2026 Meeting Dates
 - i. Given a choice for the November meeting dates, the Board chose November 30, 2025.

MOTION: On a motion Natalia Menjivar and seconded by Eileen Daly the Board unanimously approved the 2026 Library Board calendar to include the November 30 meeting date.

6. DIRECTOR'S REPORT

- a. WH Reads! featuring author, Liz Moore was a wonderful evening
 - i. 380 people attended in person and 65 attended through live stream
- b. West Hartford is holding their 2nd Annual Block Party on Sunday, November 2, 2025 in the Town Hall parking lot where the Library will have a booth.

7. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:05p.m. The next scheduled Board Meeting is December 1, 2025.

Respectfully submitted,

Eileen Daly, Secretary
West Hartford Library Board

October 2025 Administrative Report

West Hartford Reads!

We had a fantastic turnout of 370 in person and 65 watching live! Liz Moore was funny, warm, and engaging, and the audience was so pleased. Thank you to EVERYONE who made this event a success, it would not have run this smoothly without all of you.



Bishops Corner Outdoor Movie

For the first time, we had patrons vote for the movie they wanted to see, and *How to Train Your Dragon* won. We had about 100 people attend, including a lot of new faces – most of the attendees were new to the Bishops Corner branch. Patrons had fun with the large lawn games while they waited for the sun to set and enjoyed some fresh popcorn courtesy of the Bishops Corner staff.

There's a fun West Hartford connection to this movie, as we learned from an email:

The 2025 How to Train A Dragon movie was produced by Adam Siegel, a member of the Hall High School Class of 1996, who is currently in London working on the sequel. Adam also attended Norfeldt Elementary School and Kingswood Oxford Middle School. 🏠

Rob Siegel (his father)

Halloween

Library staff had a great time celebrating Halloween with the community!

- Destiny, Sara, and Leah had SO much fun at the Halloween Stroll! Hundreds of trick-or-treaters visited our table to get candy, bookmarks, and take a picture with Mr. Bones.



- Bailey had over 40 people come to Bishops on October 30th for Halloween storytime. They overflowed the storyroom but the rest of the patrons enjoyed overhearing storytime out on the floor!



- 16 kids had a great time painting pumpkins at Faxon on Wednesday afternoon!
- Halloween was celebrated at Noah Webster with a Halloween-themed storytime for children ages 2-5 and their families, followed by a parade through the library where children received trick-or-treat items at the service desks on the adult floor.

Recent Media

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

[Popular 'West Hartford Reads!' Sold Out, But There Are Other Options](#) (Patch)

From Our Patrons

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

Carol was chatting with a young girl about the books she was checking out and asked her when her favorite time of the day was to read. She replied "I would read all day, if I could! But, I have to do a few other things, like go to school. But, if I didn't have to do that I would just read all day!"

Community Engagement & Outreach

- Carol and Ellen were guests at Bugbee Elementary School's Reading Under the Stars annual evening program. Families registered for library cards and received pens, stickers and bookmarks.
- During the month of October, Ellen provided preschool story time outreach to 1 class at Smith Stem, 5 classes at Charter Oak, and 3 classes at the WH Methodist Nursery School near Faxon.

Staff Updates

November GOAT – Rebecca Nugent



Rebecca is a great colleague as we all know! You probably also know that she is a great pet lover! She shares photos of her cats and tells enjoyable stories and facts about them. And I discovered that she not only has great compassion for animals, but people too. I'll never forget the day that I was able to get through a shift due to her kindness and the understanding she extended to me knowing that I had to leave early to take my dog to a vet appointment you never want to face. My dog ended up rallying and she's hanging in there. Not only is Rebecca very wise and caring about pets and people, but she also gave me some great tips on how to save money on the extra high costs of appliances which I will have to buy soon for my house when it's ready to move into in January (fingers crossed.)

- Kellie

Adult Services & Programs

Seed Saving

West Hartford Garden Club returned to kick off their annual Gardening Workshop Series with Seed Saving. We had a great turnout, with lots of new seeds collected for the Seed Library.



Tabletop Game Club

This club is in its 6th season and going strong. Every other Tuesday evening, this group takes over the Magazine Room to play board games and roleplaying games together, socialize, and build community.



Enter the Oculus: Thrills and Chills in the Virtual World

This month's VR session was Halloween-themed and rated "very scary" by our own Samuel Ferri!

Local History

Visitors: 20 in-person and 15 virtual requests (up from 19 visitors in 2023)

Patron interest areas: House histories, genealogy

Collection additions:

October Highlights:

- Brett has been helping the Asst. Principal at Bugbee put together a guide on our holdings and what is in the WH News for their 75th Anniversary Committee to come go through.
- Mary Donohue, the Town Historian, came in for a chat and to do some research – she is very much a mover with visions for how we can really bring WH history to folks' attention.
- Brett will be participating on 2 panels at the New England Archivist Spring Conference in Portland, ME in March 2026. The panels are on self-advocacy and care in the profession, and then one on public access for archives and special collections.
- Simmons SLIS interns, Max Spicer and Z Stevens, have begun work on the collection and are bring order and access to Inez Temple, Library Records, and Max is assisting with deaccession inventories from the print collection.

Branch Libraries

Crafternoons

This month, teens and adults in our Crafternoons programs are making "terror-ariums," mini Halloween-themed terrariums. The first round came out so cute!



Bishops Corner Children's

Bailey hosted a Spooky Lego program on Wednesday 10/15. 11 kids built spiders, scorpions and snakes and were able to take their kits with them to recreate at home!

Babies Love Books at Faxon

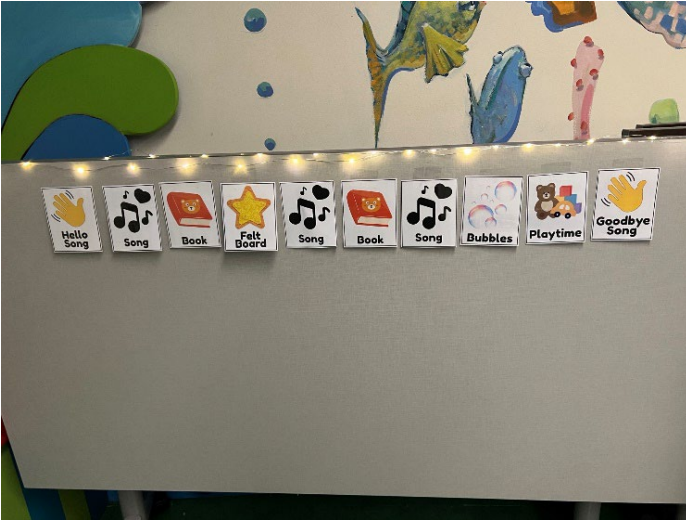
Babies Love Books wrapped up the fall session at Faxon. During the 6 weeks of programs, children had experiences in music, dance, family yoga, literacy, crafts and so much more. Countries represented this session included: Afghanistan, Brazil, China, Japan, Nepal, and Peru.



Children's Services & Programs

Our first Sensory Friendly Storytime for children ages 2-5 was held on Tuesday evening October 7, with Kirsten Rasmussen facilitating. Kirsten designed a program to offer soft lighting, a visual storyboard so that the children could see the order of the program, dinosaur themed interactive books, and a finale that included bubbles and free play with quiet sensory based toys. A patron commented after the program:

Thank you so much again for organizing the Storytime. Unfortunately, my little guy wasn't in the best of moods and we had to leave early, but I wanted to send a note of thanks regardless! I think you guys did a great job! I appreciated the story board showing the "schedule", the sensory squishy pad and all the little details. I was so happy to see the registration was full, too. I hope there will be future sessions!



In Pint-Sized Picassos, children ages 3-5 created Shaving Cream Paint Swirls!



Children ages 18 months – 2 years attended Sensory Explorers with Miss Emily. This fall-themed morning of sensory play offered play with pumpkin boats, squeezing squishy pumpkin guts and more. Children were asked to dress for mess!



Updates

Classes from the Montessori School of Greater Hartford visited to browse non-fiction topics and biographies and to charge out books for their classroom.

Two classes of second grade students from Whiting Lane School visited the Noah Webster Library to listen to stories with a kindness/community theme, to complete their own scavenger hunt and to tour the Children's Room.

Teen Services

Programs

- Teen Crafternoon @ BC: Terror-ariums
- Crafting Your College Essay
- Teen Chess Night
- D&D Campaigns
- Preparing Your Student's Mental Health for College

Updates

- America250 Civics Committee Meeting - 4 MYC members
 - America250 panel
 - "WeHa the People" essay contest

Library Financials - General Fund
November FY26

Year	Rollup Code Code	Rollup Code Description	YTD Actuals	Original Budget	Available Budget
2026	01411	GF-Library-Personal	1,180,055.56	3,188,238.00	2,008,182.44
2026	01412	GF-Library-NonPers	296,265.06	663,312.00	367,046.94
2026	01414	GF-Library-Sundry	81,830.54	238,725.00	156,894.46

DRAFT

2026 Sunday Hours at Noah Webster Library

1:00pm – 5:00pm

February 22, 2026

March 1, 2026

March 8, 2026

March 15, 2026

March 22, 2026

March 29, 2026

Closed April 5, 2026 (Easter)

April 12, 2026

April 19, 2026

April 26, 2026

May 3, 2026