

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES
Monday, April 27, 2026, 6:30 p.m.

1. CALL TO ORDER

Secretary Eileen Daly called the Library Board to order at 6:36 p.m. Present were Board members, Kim Cohen and Bret Boudreaux, Library Director Laura Imscher, and Heidi Reagan, recorder. Chair EJ Greenspan and Vice-Chair Gail Crockett were absent.

2. PUBLIC COMMENT - none

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

- a. Minutes of the April 27, 2026, meeting.
- b. March Library Administrative Report.
- c. Budget Report.

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

4. CHAIR'S REPORT - none

5. BUSINESS ITEMS:

- a. Safe Child Policy
 - i. 2016 is the last time a revision or update was made to the policy formerly known as the Vulnerable Child Policy.
 - ii. Input from staff and Corporation Council was provided and the Connecticut Statute was referenced.
 - iii. The Safe Child Policy is written in a more moderate tone and is meant to clearly state what the library expects from caregivers.
 - iv. The Board can review the policy over the next month and vote on it at the next meeting.
- b. Polaris Training
 - i. Holds have been locked down.
 - ii. Catalog will go off-line on Wednesday, May 27.
 - iii. Polaris will go live on Wednesday, June 3.
 - iv. Staff training has been held for the last two weeks.
 - v. Patrons have been asking a lot of questions and are clearly engaged with the process.
- c. Future Board Meeting Locations
 - i. Bishops Corner is open on Tuesday evenings and Faxon is open on Wednesday evenings, so to accommodate a different location, the date of a (Monday evening) meeting would need to be changed.
 - ii. Laura will check to see if we have the option to change the date of a previously scheduled regular meeting without triggering a special meeting.
 - iii. We can schedule different locations into the 2027 calendar when it is created in the fall.

6. DIRECTOR'S REPORT – Laura Imscher

- a. Staffing Challenges
 - i. We still have an open FT position at Faxon, and several of our FT staff are on leave or will be going on extended leave at this time.
 - ii. Several of our PT staff has changed their availability going forward.
 - iii. Staff are doing all they can to fill the open shifts, but Circulation and Reference desk coverage will be a challenge through the month of June.
- b. The Craft and Hobby Swap was a great success.
- c. Faxon Fun registration was last Wednesday evening, and all slots were spoken for by the end of the evening.
- d. June will be a busy month for Outreach events.
 - i. We will have a booth at Celebrate West Hartford both Saturday and Sunday this year.
 - ii. Pride Festival.
- e. Bishops Corner Ice Cream Social will be held on July 26 from 11 am to 1pm.

7. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned 7:14 p.m. The next scheduled Board Meeting is Monday, June 22, 2026.

Respectfully submitted,

Eileen Daly, Board Secretary