

# West Hartford Public Library Board Agenda

Monday, June 22, 2026 - 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 May 18, 2026 Meeting
  - b. Library Administrative report (May)
  - c. Budget reports
4. Chair's Report
  - a. Board member involvement topics
5. Business Items
  - a. Safe Child Policy – vote needed
  - b. Summer Board meeting schedule
6. Director's Report
7. Adjournment
  - a. Next Meeting is tbd

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](mailto: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](mailto:Board@westhartfordlibrary.org) on or before June 19, 2026, or by attending the meeting in person.

**WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES**  
**Monday, May 18, 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 11am 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

## May 2026 Administrative Report

### Craft & Hobby Swap Shop

West Hartford Public Library's first Swap Shop – Craft and Hobby Supplies – was a tremendous success. Members of the community were asked to bring new and gently used items such as yarn, fabric, beads, paper goods, tools and more. On Saturday, people were invited to come to take as many items as they wanted. The Swap Shop was a sustainable way to refresh everyone's creative stash, to discover new inspiration to create something and to connect with the community.

It was wonderful to hear the enthusiasm from the community, and particularly heartwarming to see many children take a large empty bag to fill and tell us that they will be learning a new craft. We look forward to planning more swap shops in the future.



### Staff Day

Spring Staff Day featured a full day of sessions and activities for over 50 library staff. The day's highlights included scenario-driven Polaris training, a presentation on the West Hartford Senior Center led by its director – Rebecca Sears, highlights from the Children's Department, a presentation on the history of the library led by Local History Librarian Brett Freiburger, share-outs from professional conference attendees, a preview of summer programming and summer reading initiatives, department meetings, trivia, and more!

## Recent Media

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

[Big Changes Coming To West Hartford Public Library](#) (Patch.com)

[Hate Mowing? West Hartford Program Will Make You Feel Better About That](#) (Patch.com)

[Puzzled? West Hartford Event Seeks Puzzlers To Strut Their Stuff](#) (Patch.com)

[West Hartford Photographer Ginny Kemp To Present 'We The People' At Noah Webster Public Library](#) (we-ha.com)

[West Hartford Public Library And Elmwood Community Center To Host Community Puzzling Event](#) (we-ha.com)

## Adult Services & Programs

### **Author Talk: Henry Grabar and *Paved Paradise***

We partnered with the Bike West Hartford for this fascinating program about parking reform. It sparked some lively conversation among residents! Watch the recording [here](#).

### **Author Talk: Tamarah Touvian and "Redemption"**

Israeli-American author Tamarah Touvian shared a selection of her poems in both Hebrew and English.

## Local History

Visitors: 22 in-person and 14 virtual

Patron interest areas: Veterans material for Memorial Day, house history projects

May Highlights:

- A patron was looking for information on Philip Hall, a black Hall HS student that died on a school trip in 1968; apparently there was an attempt to build a pool at Hall, name it after Philip, and offer free swimming lessons (as well as athletic use). It went nowhere (the pool and the memorial).
- The first phase of the Hall HS Jazz Band project has been completed (vinyl recordings) and Brett will be picking up the VHS from Hall Band on the 15th and beginning Phase Two.

## Studio 20 South

### **Community Maker Series: Portrait Photography**

Local photographer Noni Fineberg led this workshop. She will also be returning to be our photographer for BookWorm Fest!

## Branch Libraries

### Faxon Fun

After a very busy and successful registration night on May 13<sup>th</sup>, there were only a few waiting lists spots left in each session. For 4 weeks in July, children will enjoy a dance party with DJ Red Supreme, a *Paint Your Pet* program offering an opportunity to either paint a picture of a photo of their own pet or of a pet of their dreams, a visit from the *Cool-ology* to experience hands-on, inquiry-based STEM/STEAM experiences and from *Curious Creatures* to meet some exotic critters.

### Children's Author Signing

On Saturday, May 16th, three kindergarten classes from Wolcott Elementary School held their "author signing" in the Faxon Branch Children's Department. The hardcover books the children had written and illustrated were on display, and the classes rotated in/out one at a time to introduce their authors and have them go to the "signing table" for a picture with their parents.



## Children's Services & Programs

### Programs

A third Sensory Storytime for children took place on the evening of May 19. Children attending enjoyed holding a squishy throughout the program, flannel board stories, soft music and movement activities. A visual schedule served as a guide for the children to know what activities were coming next.

Comments from parents included:

“My son needs this type of program. He loves the squishy and the activities.”

“The bubbles and the music are the best!”

“My family feels more comfortable attending a program like this.”



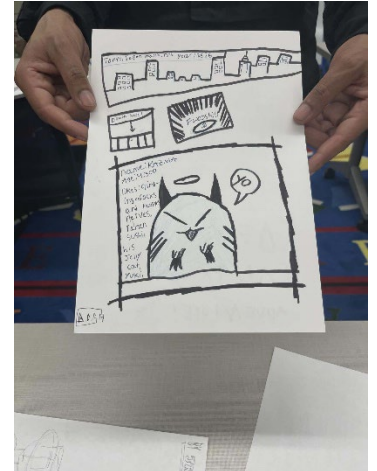
At Miss Sara’s Tween Tuesday Walking Tacos program, participants created delicious portable snacks ideal for camping, using a single-serving Frito bag that they filled with crushed tortilla chips and typical taco ingredients. Not a single crumb was left.

### Teen Services Programs

Blake Seers from Torch Tales, LLC presented a "**Writing and Design for Dungeons & Dragons**" workshop in the Story Room. There was a crowd of 16 students who gave positive feedback on the program. Many teens mentioned an interest in more D&D offerings at the library.



Students in grades 6-10 enjoyed a **Teen Manga Workshop** led by local artist ZeroSnake (Tyrone Motley). The Teen Department is hoping to offer more fandom and drawing programs starting in the fall.



## Updates

**Teen Poetry Contest** winners were awarded \$30, \$25, and \$20 for top prizes and their work will be posted on the website.

**"WeHa the People" essay contest** judging was completed on 5/20. Mayor's Youth Council will announce the winners on the main stage at Celebrate West Hartford on 6/6.

The Mayor's Youth Council and Elmwood Business Association participated in a **Clean-Up with Kate** event at Faxon Library on May 16.

**Immigrant Youth Advocates** held its graduation party in Elizabeth Park. They celebrated this year's accomplishments, including Teen English Café, a bake sale for Cyclone Ditwah victims, and a fresh food drive for Hartford Deportation Defense. Half of the members are going to college in the fall and we wish them luck!



**Library Financials**  
**General Fund - June 2026**

<b>Rollup Code Description</b>	<b>Period Actuals</b>	<b>YTD Actuals</b>	<b>Original Budget</b>	<b>Available Budget</b>
GF-Library-Personal	\$ 121,591.28	\$ 2,906,385.39	\$ 3,188,238.00	\$ 281,852.61
GF-Library-NonPers	\$ 17,949.69	\$ 633,326.66	\$ 663,312.00	\$ 29,985.34
GF-Library-Sundry	\$ 8,378.93	\$ 200,055.99	\$ 238,725.00	\$ 38,669.01

# West Hartford Public Library

## Safe Child Policy

### Purpose

The West Hartford Public Library ("Library") is dedicated to providing a safe and welcoming environment for users of all ages, and encourages children of all ages to enjoy the facilities, programs, and collections offered at all Library locations. While the Library is committed to creating spaces that support learning and exploration, responsibility for a child's safety and behavior while visiting the Library rests with the parent, guardian, or caregiver.

### Definitions

Caregiver<sup>1</sup> - A parent, guardian, or person having custody or control, or providing supervision, of a child under the age of twelve years while visiting the Library.

Child - Any person under eighteen (18) years of age.

Unattended Child is defined as follows:

- A child who is under the age of twelve (12) years old, not accompanied by a caregiver;
- A child between the ages of twelve (12) and sixteen (16) who is using the Library independently, but is not picked up by closing time and needs assistance procuring transportation;
- A child under the age of eighteen (18) who appears to need staff help beyond assistance with standard Library service, and is not accompanied by a caregiver.

### Policy

Parents, guardians, or caregivers must provide appropriate supervision based on their children's ages, abilities, and levels of responsibility. Library staff is not responsible for the safety, behavior, or supervision of children visiting the Library or on Library premises.

### Behavior Expectations

Children, like all Library users, are required to follow all Library policies, including the Patron Rules of Conduct policy. Children who require excessive staff intervention, are disruptive, or engage in unsafe behavior towards themselves, others, or Library property may be asked to leave Library premises.

---

<sup>1</sup> In accordance with Connecticut General Statutes §53-21a, as may be amended from time to time.

## **Program Participation**

All information regarding Library programs will specify whether the program is intended for children only or for children and caregivers together. For programs designated for children only, caregivers remain responsible for their child throughout the duration of the program and must ensure prompt pickup at the conclusion of the program.

For preschool-aged children attending a child-only program, a caregiver must remain in the immediate vicinity of the program space within the Library building for the duration of the program. For school-aged children attending a child-only program, a caregiver must remain within the Library building for the duration of the program.

In all cases, children must be picked up promptly at the conclusion of the program.

## **Hours of Operation and Closing Time**

Parents and caregivers are expected to be aware of the Library's opening and closing times, as these hours are subject to change. If any child is left at the Library at closing time and a parent or caregiver cannot be reached or found, the West Hartford Police Department will be notified. The Library is not responsible for children outside the building who are awaiting transportation or who are socializing.

## **Applicable State Law**

This policy is in accordance with Connecticut state law governing unaccompanied minors in places of public accommodation, as may be amended. Connecticut General Statute § 53-21a states that: "Any parent, guardian, or person having custody or control or providing supervision of any child under the age of 12 years who knowingly leaves that child unsupervised in a place of public accommodation or a motor vehicle for a period of time that presents risk to the child's health or safety, shall be guilty of a Class A Misdemeanor."

Originally adopted by the West Hartford Library Board, May 24, 2010.

Revised and adopted by the West Hartford Library Board, April 25, 2016.

Reviewed and Updated by the West Hartford Library Board \_\_\_\_\_