

WALKER MEMORIAL LIBRARY
BOARD MEETING

October 19, 2017

4:00pm – Library Local History Room

PRESENT: Jane Cote, Dawn Levesque, Roy Leighton, Fran Fritzsche-Jensen, Marian Peterson, William Hilton, Christine Latini, Alice Person, and Rebecca Albert. ABSENT: Judith Reidman

Call to Order Christine Latini, presided in Judith's absence. The meeting was called to order at 4:00.

Approval of Minutes of the Last Meeting Since the minutes were distributed electronically, Alice made a motion to accept the minutes as presented; Jane seconded the motion. Motion passed.

Director's Report.

Rebecca reported on the LHR/GR renovation. Coordinating the cleaners and movers has been a challenge. Since the movers had to move furniture before the cleaners could clean, Rebecca had to return major furniture pieces to LHR. The placement is temporary until a plan is developed. Rebecca reported that all the woodwork has been wiped, fan blades cleaned, light fixture globes cleaned. She commented that ServePro did a good job and that it took longer and more effort than originally anticipated. It is planned that Jimmy will come on Tuesday to re-settle furniture. It was suggested that a “paper and pencil” plan be constructed about the placement of the furniture. Rebecca anticipates that a design-plan will dictate which old pieces stay and which will be replaced.

Several Board members expressed frustration in the lack of resolution to the renovation project. The Director is not a Clerk of the Works rather a Library Director hired to direct the library and its staff. It is exhausting and repetitious to attend Board meeting after meeting and discuss the same issues without resolution. The Board is concerned with the patience of staff to be working in constant disarray of furniture and resources without conclusion.

ACTION The Board asked that furniture placement and suggested acquisition be resolved before January 2018 with a written plan presented to the Board.

The City Council passed the desktop virtualization request without concern. Jerre Bryant requested a second quote on the security camera request. Rebecca is working on this.

Parking Lot Issues. An unregistered Volvo remains in the parking lot. Code Enforcement needs to be asked to take care of this. An apartment occupant is parking in the Library space. The occupant repeatedly violates the intent of the signage. Again, this is a Code Enforcement or Public Safety issue.

For a second time during the meeting, Board members expressed their frustration that the City is unable to support the needs of the Library Department. Frequently requests are made but support is lacking.

ACTION Since the Mayor and the City Administrator are members of our Board, the Board members asked that a formal invitation should be extended to the Mayor and the City Administrator, that either or both attend our November 16 meeting. The Board members wish to express concerns, highlight Library's plight, and ask for assistance/direction.

Wi-Fi After Hours. Staff have concerns about folks lurking about the building after closing to use the WiFi connection. Currently, the connection has been shut off one hour after closing. However, the Board endorses leaving the Wi-Fi on 24/7. Staff is instructed to not stay beyond closing and to not leave the building alone. The Board feels that the WiFi is a service Walker provides and should remain available 24/7. It was noted that the Main Street outside light should be on at night.

Furniture Needs for LHR/GR. This items was discussed previously. Board would appreciate seeing a plan-on-paper.

Unfinished Business

Cleaning Contractor. Rebecca reports that DSC has been cooperative. Now that the big cleaning has been done to the Gathering Room and Local History Room, how will the “clean condition” of these rooms be

maintained? Will DSC dust and clean on a regular basis? Dusting in the Library is a huge project because of the varied surfaces. DSC cleaner does what she can do....within the confines of the contract. The Board reacted to this issue by saying that Walker needs a dedicated janitor.

Reconfiguration of the Circulation Desk. Luke is working on this.

Status of the outside signs. Nothing to report.

Status of the Friends' Book Sale. Dawn reported a mixed reaction from the Friends Executive Board regarding discontinuing the annual book sale. Some Friends were pleased not to have to contend with lifting heavy boxes of books; some were not pleased because they felt the book sale is profitable for the Library. Currently, the Executive Board members are looking at other viable methods of raising funds.

ACTION: Roy reminded that the Friends' Treasurer needs to file a form with the IRS to maintain their 501(c)3 status.

Considerable discussion ensued regarding the books-for-sale corner of the lobby. Consensus remained that the materials should be eliminated. This effort should be part of the reconfiguration of the entire lobby space.

New Business

Christine made a motion: "Walker Memorial Library does not sell books for monetary proceeds, take donations of books to be held for the library or another entity to sell for monetary proceeds." Fran seconded.

Discussion: While in sympathy with the intent, Marian felt the motion was too strong and may bring unintended consequences. The Director is able to enforce the no-donation directive of the Board. Alice said that in the future a donor could leave the Library a large collection of materials that the Library did not wish to add to the collection but they wanted to sell the collection for the Library's benefit. This motion would prevent that.

Vote: for : 2 against: 6 The motion did not carry.

While the Adult Services librarian is de-accessioning books and materials in the Large Print collection, Fran has been taking the remainders to Devonshire Manor, Cedars, and the Barron Center. These institutions have been pleased to have the materials.

Alice inquired about the resumption of the newsletter. Rebecca has asked Anika to resume this effort. Anika has started but is bogged down by the various computer issues that arise each day. Anika is working with Library Thing and their platform. Our webpage is being updated. The City website will be completely redone and unveiled in the coming weeks.

The Board discussed Bill's idea for a short (5-10 minutes) documentary about the historic cabinet in the Local History Room and how it could be showcased as a significant introduction to Walker Memorial Library. Bill suggested a GoFundMe campaign to finance the project. Bill sees such a documentary as a rallying point to build enthusiasm about Walker Memorial Library and WML's historical significance in Westbrook.

Anika is working on a new logo. Alice suggested holding a contest for library patrons to submit logo designs.

The next meeting will be November 16, 2017 at 4:00 in the Local History Room.

Respectfully submitted,

Marian Peterson
Trustee