

WALKER MEMORIAL LIBRARY  
BOARD MEETING

April 19, 2018

4:00 pm – Library Local History Room

**PRESENT:** Dawn Levesque, Fran Fritzsche-Jensen, William Hilton, Roy Leighton, Rebecca Albert, and Marian Peterson. **Absent:** J. Reidman, A. Persons, J.Cote

By unanimous agreement, Roy assumed the chair.

**Call to Order**

**Approval of the Minutes** of April 2018 meeting. Fran so moved. Dawn seconded. Affirmative vote.

**Director's Report.** The Director's Report is attached to these minutes.

**Staffing.** Receiving Circulation Assistant Brittany Kashar's resignation, Walker was able to hire substitute worker Meagan Gagnon as Circulation Assistant. Meagan will work 25 hours allowing 15 hours at Circulation and 10 hours to Adult Services. Karen Spear will work 25 hours a week.

**Staff Workspace Redesign.** Denis Lachman's completed conceptual design was shared with members. It appears to accommodate the needs of staff for office space and lunch room. Now Becky will share this plan with Eric Dudley to contact contractors and estimate costs to implement.

**FY 2019 Budget.**

Beck presented the budget to the finance Committee on April 9<sup>th</sup>. This approved budget will move to City Council for first reading (4/30) and second and final reading (5/7). Fran urged that the budget draft should be presented to the Board well before the presentation to the Finance Committee. Citing the attendance statistic of 4,860 visitors, Interpreting the statistics presented, Fran expressed that the Library's traffic flow justifies the Library to ask for a larger budget. In addition, the interlibrary materials traffic from and to libraries has intensified the staff work load. The Board would be willing to assist in developing a strategy for budget presentation.

Becky presented the Department Reports for March. It gives Library statistics for March. Board members were pleased with the report and made several suggestions for items they would like added to the report, for example: room reservation numbers, programs presented, interlibrary loans, co-op library circulation. Board members suggested a monthly report be presented that gives visual representation of the statistics that can be readily compiled at year's end.

The Deputy Director issue remains unresolved. The Library is the sole department without a deputy.

**Parking.** The City will launch a new downtown parking management system.

**Saunders Estate.**

When the Eleanor Conant Saunders estate was finally settled, the City received additional funds to distribute. The Library has received \$26,366.74 additional money.

**Meeting Room Policy.** Postponed to next meeting.

**Circulation Desk /Lobby.** No further developments.

**LHR/GR.** Progress is being made. Julie is working on this, and much of the material will be moved to Westbrook Historical Society.

Becky will be in touch with W.B Mason about suggested furniture for this room. Mason's staff was helpful to Windham Public Library's renovation.

**Correspondence.** Dawn read a letter from Janet Chapman that complimented the staff's dedication and helpfulness.

**New Business**

**Board Vacancy.** The vacancy should be advertised on the City website.

**Fragrance Issue.**

A significant number of patrons are coming in with marijuana odor on their clothing and it bothers other patrons and staff. It is stated in Walker's Behavior Policy that the Library is a fragrance free facility. Patrons can be asked to leave. The Library has materials returned that reeks of bad orders (cigarette, marijuana, perfume, and more).

Bill suggested that staff post the fragrance-free policy statement around the building and on front door appreciating that folks do not read signs and are unaware of their personal odor whether on their person or their clothing. Marian suggested the use of fans and a written statement to hand an offending individual.

**The Building Fund.** Roy reported that the account has \$989.56.

**Newsletter and Brochure.** Becky shared the April/May 2018 edition of *Walker Notes* that was shared with City Council at the Finance Committee meeting. Fifty copies were left at City Hall.

A new Library brochure has also been developed.

**Agenda for next meeting:** Election of a new vice chair and a secretary. Meeting Room Policy.

Respectfully submitted,

Marian Peterson  
Trustee  
04/22/2018

*Addendum:*

*Director's Report*

*Department Reports, March 2018*

WALKER MEMORIAL LIBRARY

BOARD MEETING AGENDA

April 19, 2018

4:00 – Library Local History Room

Director's Report

Report on Lending Services staff solution:

- Hired Meagan Gagnon (current sub) as new Circulation Assistant (vacancy left by departure of Brittany Kashar)
- Meagan will work a total of 25 hours per week: 15 hours at the Circulation desk and 10 hours at the Adult Services desk
- Karen Spear will now work 25 hours per week
- Circulation desk will still have 40 hours of coverage (Luke makes up the additional 6 hours)

Update on redesign of staff workspace

- Denis Lachman completed the design
- It will create a closed off lunch/break room, 3 office spaces and a combined cataloging/processing room
- The next step is to contact a contractor and find out what the cost would be

FY 2019 budget

- Presented to Finance Committee on 4/9
- Next steps are:
  - Monday 4/23 Finance Committee referral of budget to City Council
  - Monday 4/30 City Council first reading of 2019 budget
  - Monday 5/7 City Council second and final reading to adopt FY2019 budget

Items of note:

- USM sculpture class students proposed art installations for Walker in May
- Kara and Kate presenting on the Sensory Sensitive Storytime to annual Reading Roundup conference in Augusta next week (65 participants selected this presentation!)
- Matthew and Enica will be attending a Book Expo in Manhattan from May 30-June 1

Parking

- The city will be launching soon a downtown parking management system

Additional distribution from Eleanor Conant Saunders estate

- The city received additional funds from the trust in March: \$26,366.74 for the library

**Walker Memorial Library**  
**Department Reports - March 2018**

**Lending Services - Luke Sorensen**

Statistics:

- Attendance: 4,860
- Hours open: 185
- Total Circulation: 5,628 Checkouts, 946 Renewals; Total 6,574
- A/V Circulation:
  - Adult 1,586, Renewals 230
  - Children's & YA 508, Renewals 124
- New cards: 41
- Total # of items in collection:           40,553

**Adult Services - Matthew Davis**

Additions to the AS Collection for the month of April

- Regular Print Books – 141 titles
- Large Print Books – 6 titles
- DVD/Blu-ray – 50 titles
- Audiobooks – 32 titles

In regard to the number of questions both the Adult Services Librarian and the Emerging Technologies Librarian handle on a daily basis, here are the types of questions:

- Photocopying/Scanning
- Computer Printing
- Wi-fi/Password accessibility
- General reference
- Reader's advisory
- Book requests and holds
- OPAC (Minerva)
- Website
- Room reservations
- Computer/Phone hardware
- Computer/Phone software
- Misc. directional questions

On average, the two upstairs librarians handle around 20 questions an hour.

## **Youth Services -Kara Reiman**

- Youth Services held 16 programs with attendance of 351
- Youth circulation was up 14% from February, but down 10% from March 2017
- In March, due to the YA weeding, we were able to donate about 100 books to other libraries, and created space for a new graphic novel display section. Graphic novel circulation was up 63% in March.

## **Technology**

### **Enica Davis**

#### Statistics:

- Wi-fi sessions – 1,984
- Computer sessions – 1,127
- Print-outs – 544 print jobs; 1,402 pages; 209 sessions; \$223.35 total revenue
- Website – 5,434 views; 978 visitors; Calendar – 279 views; Read, Watch, Listen (Adult Services page) – 216 views; Youth Services – 174 views

#### News:

- We have received tons of compliments about the newsletter.
- Anouar, the new sub, is excited about working here.
- I'm experimenting with sub-domains to see if we can bypass having to pay for staff intranet (i.e. Microsoft Sharepoint).
- WML BROCHURE has been redesigned.
- NEW WML BOOKMARKS are being developed.