

WALKER MEMORIAL LIBRARY
BOARD MEETING
May 17, 2018
4:00 pm – Library Local History Room

PRESENT:

Chairperson Judith. Reidman, Ward 5 (December 2020)

Trustee Fran Fritzsche-Jensen

Trustee Marian Peterson

William Hilton, Ward 1 (December 2021)

Alice Persons, Ward 2 (December 2019)

Roy Leighton, Ward 3 (December 2023)

Ward 4 Vacant

Jane. Cote, At Large (December 2021)

Dawn Levesque, At Large (December 2021)

Library Director Rebecca Albert

Minutes of April 2018 meeting. Two typing corrections noted by Fran Fritzsche-Jensen. With the corrections noted, Fran moved to have the minutes accepted. Bill seconded. Motion passed.

Fran nominated Jane Cote as vice-chairperson for the Library Board. Roy Leighton seconded. No discussion. Motion passed. The Board needs a secretary.

THE DIRECTOR'S REPORT (*A copy is attached to these minutes.*)

The **Meeting Room Policy** was shared for discussion. After discussion among the professional staff, this is their report which is a revision of a previous version presented in February. Fran moved that the Board accept this report and move forward. The motion is: Accept this report with several corrections – change names of the meeting rooms to Meeting Room A and Meeting Room B and Study Room C, note the current revision date at the bottom of the policy, and post it on the Walker website. Bill seconded the motion. No further discussion. Motion passed.

Social Media Policy. Walker Memorial Library's social media policy is being updated by staff incorporating the media policy of the City. While the Library's policy and the City policy are separate documents, they will be in concert with each other and not in conflict. In June, we will have a new Library document for review.

Distribution of Local History Room Items. Many items yet remain; the project is not complete. Fran volunteered to deliver boxes of books to Westbrook Historical Society. Director Albert will mark boxes that need to be moved so Fran can take them to WHS on Saturday.

Furnishings for Gathering Room/LH Room Director Albert is working with W. B. Mason about office furnishing and meeting room furnishing. A report will be forthcoming.

Parking Lot Enforcement/City Parking Plan The City is initiating a new parking initiative. Since the Library's lot is not a designated public lot for this initiative, the Library's lot is not included in this new plan.

Staff Work Area Redesign The Board stressed that Director Albert has the authority to make decisions that are not structural and do not alter the building. The Board insists that the director move forward with office-type partitions as soon as possible using Lachman's plan. Walls to the ceiling are not necessary since the walls will restrict air flow. Fran adamantly expressed that action needs to happen, as soon as possible.

2019 Budget Approved The City approved the 2019 budget.

Circulation Desk/Lobby Reconfiguration W.B. Mason will make recommendations on this project.

Board Vacancy Ward 4 vacancy will be listed on website.

Other Items Cumberland Cty Community Development Block grant for *storm windows* and *stained glass restoration* will start July 1st. The proposal has to go out to bid and the grant must take the lowest bidder. Guidelines for historic preservation will be observed.

Monthly statistics are presented in a spreadsheet. Are other items Board members would like tabulated? Let Director know. This will be updated monthly.

A citizen comment was noted that the *monthly agenda and meeting minutes* are not posted on Walker's website.

Enica will be reminded to add them.

USM Art installation has been installed...two pieces are up and another is yet to come. Westbrook schools' student art exhibit is in the Youth Services area.

The North Woods Hermit program was well received with 40-50 in attendance. In addition to an informative program, Director Albert noted that the civic engagement was outstanding. It reinforces the value of public library's efforts in programming.

Lawn Mowing Public Works has a contract with a company that is not fulfilling its obligations. The lack of mowed lawns has been noted.

Director Albert was authorized to order blinds for the Director's office. Motion was moved by Jane and seconded by Bill to have Director Albert order blinds and was passed. The Building Fund will pay for this expense.

Short discussion occurred on loan rules for material circulation to align with MINERVA rules. Board determined that this is not policy, therefore, they did not comment.

Enica would like informative items for the newsletter.

Judith excused herself. Jane took over chairing the meeting.

Comments from the public. None noted.

Fran asked about the copier. In her observation, she noted that printing/scanning activity appears to demand excessive professional staff time to assist patrons and overshadows librarian's professional duties. Director Albert stated that the copier is a vital service for our patrons that Walker cannot eliminate.

The meeting was adjourned at 5:30.

Respectfully submitted,

Marian Peterson
Trustee

5/18/2018