

WALKER MEMORIAL LIBRARY
Board Meeting Minutes
January 17, 2019
4:00 PM – Library Westbrook Room

In attendance: Judith Reidman, Jane Cote, Marian Peterson, Fran Fritzsche-Jensen, Alice Persons, Becky Albert. Also attending: City Manager Jerre Bryant and Westbrook HR Director/Assistant City Administrator Stephen Fields.

The meeting was called to order at 4:08 PM.

The November 2018 meeting minutes were unanimously approved.

Director's Report/Updates:

Enica Davis gave us a short presentation about Office 365 and SharePoint and how they will streamline information sharing. The Board can get into SharePoint online. It centralizes library functions like schedules and announcements and is accessible anywhere. Enica added a section to showcase compliments received from patrons.

We received 2 detailed packets with quotes from BEK Inc., based in Brunswick, for network upgrades; one is rather bare bones and one is more high-end. The network was last updated in 2006. Enica plans to apply for a grant from Bangor Savings Bank to help defray costs. Internet signal is not good in parts of the building and this needs to be addressed.

Becky gave us library statistics. On April 1 she will file the annual report to the state, and before then, we will have more complete figures. At this point, the budget is at about 52%, where it should be.

We discussed some increases to ask for in 2020. Matthew Davis put together a handout proposing priorities for spending going forward. Becky emphasized that the library needs more staff the most. Professional librarians are doing a lot of tasks such as moving furniture around. We need a building manager; this position could be part time. Matthew's handout lists what kinds of work he is doing, including cleaning, when his training and expertise should be put to better use. Because the library is short staffed, day to day running of the library is taking most of the resources and energy, with less for developing programs and improving functions and spaces.

The board again discussed the urgent need for a deputy director of the library. Fran commented that this person needs to be an exempt employee. We discussed the need for a maintenance person. In 2005 the library lost a full-time maintenance position. Since June 2013 we have had a night time cleaning service, but this is not meeting the library's needs very well.

Becky will email the board a more detailed budget proposal soon. She will take it to the city in two weeks.

We discussed the proposed art exhibit by the Archangel group/Portland Camera Club. They want to exhibit at our library in March and the board approved this.

Marian brought up the fact that the board needs to have another goal setting session. We need goals to focus on moving forward. One goal could include better orientation for new board members. We

discussed how to better tailor board applications.

The board conducted an Election of Officers. A slate was proposed of Judith Reidman, Chair, Jane Cote, Vice Chair, and Alice Persons, Secretary. This slate was unanimously approved.

The board then voted to hold an Executive Session to discuss a confidential personnel matter. The Executive Session was closed and the meeting was adjourned at 5:38 PM. Our next regular meeting will be February 21, 2019.

Respectfully submitted,

Alice Persons, Regent