

**WALKER MEMORIAL LIBRARY**  
**Board Meeting Minutes**  
**February 21, 2019**  
**4:00 PM – Library Westbrook Room**

In attendance: Judith Reidman, Fran Fritzsche-Jensen, Alice Persons, Dawn Levesque, Roy Leighton. Also attending: Matthew Davis, Adult Services Librarian, to present material for Becky Albert, Director.

The meeting was called to order at 4:00 PM.

The January 2019 meeting minutes were unanimously approved.

**Director's Report/Updates:**

Matthew gave us the latest library statistics and we discussed them. There is increased attendance at the library, more items checked out, renewals, AV materials checked out, increased computer use, and more new cards issued. On March 1 these statistics will go on SharePoint along with the staff schedule.

**New Business:**

We discussed getting two signs for the Director's office and the historic part of the library.

In early April Becky will present the FY 2020 budget to the city council. Before that there will be a lot of preparation. Fran suggested that the statistics and library programs be included.

*The American Journal* will post the library board vacancies this week.

Matt talked about *Walker Notes* and a goal of increasing staff involvement. It will be published quarterly. The library could use a color printer, for which we would need city council approval. We discussed the need to keep public use and staff use printers separate.

We discussed event setup and how much time it takes and staff shortages, an ongoing issue.

March 2-30 there will be a photography/art exhibit from Archangel/camera club. A reception will be held at the library on March 8.

Matthew and Enica are working on three grant applications for resources for the library.

Fran made a motion that the director research how to correct the phone menu so that people calling in to make room reservations are routed to the Administrative Assistant. The motion was unanimously carried.

Fran mentioned getting the library board meetings and calendar of events published in *The American Journal*. This has been suggested before but not followed up on.

Everyone got a copy of the revised goals which came out of our meeting on February 11. One of those crucial goals is performance evaluations for all staff members.

We again discussed the importance of updating job descriptions for all staff in the library.

We discussed the idea, floated before, of having public events using the downstairs space at the back of the library, so that attendees could come and go from that door. Events used to be held there. It is a practical solution and eventually we would like to extend library hours, once we get more staffing, to allow more events. The demand is there. We would need a part time or on call building manager to set up. The space could be permanently set up for events.

At our March meeting we will discuss board recruitment and orientation. Alice is sending materials about this to the board.

The meeting was adjourned at 5:47 PM. Our next regular meeting will be on March 21, 2019.

Respectfully submitted,

Alice Persons, Regent/Secretary