

WALKER MEMORIAL LIBRARY
Board Meeting Minutes May 16, 2019
4:00 PM – Library Westbrook Room

In attendance: Judith Reidman, Fran Fritzsche-Jensen, Alice Persons, Dawn Levesque, Jane Cote, Marian Peterson, Andrea Mancuso and Nancy Heath. Also attending: Matthew Davis, Adult Services Librarian/Acting Deputy Director.

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

The April 2019 meeting minutes were unanimously approved.

Director's Report:

Matthew is compiling the April statistics and will email them to the board. Matthew gave us written reports on the monthly work activities of the Adult Services Librarian, Lending Services Librarian and Systems and Technology Librarian. We also received a report of meetings attended by the Youth Services Librarian. Matthew consulted the city's HR Director regarding the implementation of mandatory monthly staff activity reports. It was decided that at the present time, library staff can choose not to complete the monthly activity report outlining their work activities. This could be made mandatory though once a new director is selected. The HR Director believes mandatory monthly activity reports are a good way to increase accountability and help set goals.

Matthew reported on a recent vandalism incident involving the tampering of a surge protector in Adult Services that could have caused a fire. No suspect has been identified. All outdated power strips and surge protectors have been replaced. There is a faulty electrical outlet in the center of Adult Services which has necessitated the movement of the public printer. All full-time/part-time staff are to complete HR ergonomic and sexual harassment training by June 15th. All per diem staff will need to have completed the training by the end of the year. The budget line for temporary salaries is extremely low, this has resulted in cutting back per diem staff hours for the remainder of FY2019. In order to keep the budget on track, efforts are being made to avoid using subs as much as possible. The Eastern Book Company in Scarborough is going out of business; Matt and Luke were able to pick up free books and supplies from them.

Unfinished Business:

There was a lengthy discussion of a request from the Friends of the Library to have the library open on June 1 for the Together Days book sale. Last year the board decided to discontinue the annual library book sale. The book sale was presenting a storage problem and too much of a work load with not much of a financial return/gain. The proceeds end up not going to the library directly. The most salient problem is that two library staff members would have to be paid in order to keep the library open for the Together Days book sale - especially now that the library is closed on Saturdays. Marian made a motion that was unanimously approved that the board turn down this request. We discussed collaborating more with the Friends on other ways to raise money and would like to work with them more going forward.

Roy is looking into the granite library sign replacement. The Westbrook Historical Society has taken the old microfilm machine. We want to move forward with getting the attic cleaned out. Matthew will put in a council order request for clearing the attic; there is a \$900 quote for the work. There are old

paint cans that the city fire inspector said have to go. The insulation in the attic is also a fire hazard.

Andrea Mancuso (Ward 4) and Nancy Heath (Ward 1) have been sworn in as new Regents and were welcomed to the board.

New Business:

There was a discussion of a proposal to create a new permanent event space on the first floor of the library. Library staff is spending too much time setting up for events in the Westbrook Room and the Eleanor Conant Saunders Reading Room now. A permanent event space on the first floor would save money on staffing and enable events at the library (as was done in the past) when the rest of the library is closed off, and event participants could use/lock the exit door. Marian made a motion to approve this proposal and this was unanimously approved by the board.

Matthew suggested setting up both the Westbrook Room and the Eleanor Conant Saunders Reading Room in such a way to temporarily host programs and events until the proposed first floor event space is completed. The board asked Matthew to begin outlining the set-up and financial cost for the establishment of a permanent first floor event space.

(Judith had to leave at 5:30.)

There was a discussion of replacing furniture in both the Adult Services and Youth Services area, and how the Fluett Trust might be tapped with city council approval. There is also a need for new cabling for the library's computer network infrastructure. There is also an HVAC air quality issue that needs to be addressed.

Matthew provided us a handout on the American Library Association (ALA) Resolution on Monetary Library Fines. Many libraries are eliminating the use of fines and the board discussed adopting the ALA resolution. At present, when a Walker Library patron's fines accrue to \$10, their library privileges are suspended. (The issue of billing patrons for lost materials is a separate one which the board will address later.) The board voted unanimously to eliminate fines at Walker Memorial Library. Staff can suggest that patrons give a donation when they return an overdue item. There will be a new collection box at the circulation desk.

Matthew brought up the security issue of people sitting in the parking lot observing children inside the Youth Services area of the library. Jane will look into the cost of window tinting and work with Matthew.

The meeting was adjourned at 6:00 PM. Our next regular meeting will be June 27, 2019.

Respectfully submitted,

Alice Persons, Regent/Board Secretary