

## **WALKER MEMORIAL LIBRARY**

**Board Meeting Minutes    June 27, 2019**

**4:00 PM – Library Westbrook Room**

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

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

The May 2019 meeting minutes were unanimously approved. The addendum was approved.

**Interim Deputy Director's Report:** May's department reports for Adult Services/Interim Deputy Director and Emerging Technology were distributed. No other departments submitted a report. Statistics will be emailed to Board members.

For two weeks, Matthew was hospitalized and out of work. The Board is pleased he is well enough to be back.

Matthew has worked to expend line-item funds before June 28, 2019 and anticipates that Walker will come in under budget. In the 2020 budget, a severe shortage of funds for substitutes is hampering Library progress. Matthew identified a \$10,000 short-fall. Technology assistance requests from the public have become very demanding and time consuming. The need for desk coverage and assistance is urgent yet adequate funds are not provided in the 2020 budget.

### **UNFINISHED BUSINESS.**

Roy has obtained quotes for the granite sign purchase and is trying to locate quotes for the installation and lettering of the signs. Also, he is trying to obtain quotes to add lettering to the building in order for the building to be readily identified by the public. City permits are needed. Judith will plan to schedule a meeting with administrators and select library Board members to discuss Library needs and issues that need clarification.

All extraneous materials have been removed and the attic is clear of storage.

The Friends fund raiser book sale netted approximately \$500.

Updating furniture in Circulation, Adult Services and Children's areas and updating cabling and data ports remains open for further discussion.

The Library Board anticipates the City will clean the HVAC system which is currently spewing black staining material into various rooms in order to avoid a **serious health issue.**

The library administration needs to write and revise the policy on fines and overdue and missing materials.

Jane explored and learned that the library's windows cannot be tinted to obscure clear vision into the building. A concern has been expressed that folks can look in and observe children playing in the Children's Department.

The library's new director will be Rosemary Bebris; she is scheduled to start on July 29, 2019. Background information that HR sent out will be shared with Board members.

## **NEW BUSINESS\***

FY 2019 is ending and FY 2020 begins July 1, 2019.

\*Adult and Youth Summer Reading programs have started with desirable incentive prizes. The program and prizes are listed on the website.

\*Staffing the service desks remains a looming issue. While the Board wants the library open as much as possible including Saturdays, the realities of doing so remain remote because of a lack of substitutes and a lack of funds.

\*The library's Interim Deputy Director has not been assigned additional assistance as was promised. While dealing with administrative duties covering for the absent director, the Adult Services librarian is trying to do two jobs and is currently over-loaded. Without the director, the staff is short 40 hours of staffing. That presents a major shortage in the staffing of various desks. With a building spread across two floors, staff is needed to cover extended areas for everyone's safety—staff and the public.

\*Various equipment needs to be updated. With Windows 7 being unsupported after December 2019, upgrading to Windows 10 is vital for computer safety and security. The library needs new computers, new software, and new copiers, and printers. These are major costs that need to be expended.

\*During the staffing shortage, Walker Notes will continue to be published three times a year.

\*Adult Services has a full lineup of speakers during July, August, and September that will include a wide cross-section of topics.

\*Bridges of Friendship photo exhibit will return for July. The Library needs a new exhibit policy.

\*Meetings and gatherings will continue in the Eleanor Conant Saunders Reading Room and the Westbrook Room. This will require constant set up and breakdown throughout the summer. This is a serious issue with the health and well-being of staff who are attempting to do this type of maintenance work on a continuous basis. Walker needs a maintenance person to be on staff to handle the work this large building, with constant traffic, demands.

\*Look for enhancements to the library's website with the inclusion of a new software program from Springshare.

\*Various cleaning projects are being initiated that will eliminate clutter in various Library areas.

\*Fish Window Cleaning Service inquired about washing the library's windows.

Although the Board had a very long agenda, all items were reviewed and discussed.

Meeting was adjourned at 6:06PM.

Next meeting will be July 25, 2019 at 4:00 in the Westbrook Room.

Respectfully submitted,

Marian Peterson

Trustee