

WALKER MEMORIAL LIBRARY
Board Meeting Minutes August 15, 2019
4:00 PM – Library Westbrook Room

In attendance: Judith Reidman, Fran Fritzsche-Jensen, Alice Persons, Dawn Levesque, Marian Peterson, Roy Leighton, Nancy Heath. Absent: Andrea Mancuso, Jane Cote. Also attending: Library Director Rosemary Bebris, City Manager Jerre Bryant.

The meeting was called to order at 3:55 PM. Judith welcomed Rose Bebris, our new Library Director. Judith noted that we are the only board in the state that has both regents and trustees. The board is responsible for the outside of the building, the inside, rooms and how they are used, hours of operation, policies and the director's review.

Judith noted minor corrections to the July minutes. Alice will make them and send the corrected minutes to Judith. The board voted unanimously to accept the corrected minutes.

Director's Report:

Rose gave us the monthly statistics in the new format the board requested, and noted that not all data has been added. We also received the monthly report from the Adult Services Librarian.

There was a discussion of staffing needs. All library job descriptions will be reviewed by HR in the coming months.

Unfinished Business:

The Director's Report addressed many of these items. The library will not be able to open on Saturdays until staffing is more complete. Dawn suggested being open one evening until 8 to enable patrons to attend evening events.

The 2020 fiscal year began July 1. Rose has reviewed the budget and will get the city accounting software on her computer. The network upgrade plans are moving forward. Rose met with Baker & Taylor about our pre-processing needs. The window repair and replacement project grant will have to be extended, since originally work was to be completed by December 2019. The copiers/printer project will be presented to the City Council by Greg Hamilton on September 9. Rose will meet with Eric Dudley on August 16 to discuss the carpet/painting project.

Enica is arranging a trip to the Portland Public Library to see how they use BiblioCommons. We had another discussion about how this would benefit the library. It is costly but costs will be weighed against labor cost savings.

Rose asked that the review of the laptop loan policy and other computer-related policies be tabled until next month.

Roy will work with Matthew to get the two sign bids submitted to the City.

There was a discussion of special funds available to the library for maintenance. Jerre explained the reserve fund for emergency facilities repairs/maintenance, which is funded by city building permits.

The walkway in back should be repaired before winter ice is again a safety issue. Rose will meet with Eric Dudley on August 16 to discuss.

Rose noted that there is currently no person responsible for bringing in the trash barrels, but that job will become part of the daily opening protocol.

New Business:

Some chairs in Youth and Adult Services areas have been discarded and need to be replaced. Two couches in the children's area will be discarded.

We again discussed the goal of clearing out the first floor space in back and eventually making it a permanent event space. Rose noted that technology needs, a new toilet, and possible changes to the entrance/exit to allow for disabled access should all be taken into account. The children's area may well be completely rearranged by the new Youth Services Librarian once that person is hired. Clearing out everything in the area, including storage, will be the first task and will take a while.

Fran noted that though adults and children have spaces and programming at our library, teens are underserved, and we might make it a goal going forward to address that.

We discussed the monthly meeting agenda. It should be sent to the board and Rose at least 24 hours before the meeting; Judith and Rose will write the agenda. Enica posts it on the website.

The board asked that monthly reports on activities and what meetings are attended outside the library be required of all department heads. The reports don't have to be detailed; a summary is sufficient.

The meeting was adjourned at 5:20 PM. The next regular board meeting will be September 19, 2019 at 4:00 PM in the Westbrook Room.

Respectfully submitted,

Alice Persons
Regent/Board Secretary