

WALKER MEMORIAL LIBRARY
Board Meeting Minutes November 21, 2019
4:30 PM – Library Westbrook Room

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

The meeting was called to order at 4:30 PM.

The Board unanimously approved the minutes of the September meeting.

Director's Report: Please see attached list. Kate was promoted to the Youth Services Librarian position; Everett's last day was November 14. Julie Peterson reached her 30-year anniversary in September. The board was given a handout with library statistics updated through October.

Unfinished Business: See agenda and Rosemary's update handout. The Youth Services assistant position is vacant, and a shelver position. We discussed subs and their availability. Saturday hours can be restored if all open staff positions are filled.

The granite sign will have to be a spring project.

In the January board meeting, Greg Hamilton and Tyler will meet with us to discuss technology upgrades. There are two networks, the public one and internal one. These have to be kept separate.

We will need to get new quotes for the tech upgrades. Andrea asked that Rosemary prepare and send the board a one page summary of what will be on the January agenda about tech upgrades. Enica will attend this meeting. A motion for this summary was carried unanimously.

We had a lengthy discussion of the internet safety policy and public computer policy. According to Rosemary, the draft policy Enica wrote does not meet the standard of the Maine state library or the Maine school and library network. The 2014 policy we have now is in compliance. It makes sense to keep the computer use policy separate and more flexible. Fran looked at six local libraries' policies as well as other libraries' policies. Andrea made a motion that we table this to the January meeting, and this was seconded by Nancy and approved unanimously.

Jerre spoke about the walkway problem. He said that Eric Dudley of Public Services will get a crew here next week. The old fence will be taken out and the walkway will be redone to address safety concerns. The drain will have to be redone at a later date since this is a bigger project.

We discussed furniture replacement for Youth Services and Adult Services. Rose was asked to get a list from staff so this can be prioritized.

Jerre stated that there are no HVAC air quality issues in the library.

The circulation desk upgrade is put on hold until the painting and carpet replacement can be done.

Baker and Taylor processing has been started and is limited to Youth Services at this time.

Once again, we had a discussion of the downstairs event space project. This was voted on by the board months ago, but nothing has been done. Rose noted that we can't use the downstairs space without leaving the front doors unlocked, per the fire inspector and code enforcement officer. Fran read from the May minutes about the board's decision to have the downstairs space cleaned and reorganized. We discussed a compromise whereby a small event space would be set up, but most of the space would still be used for children's programs. Rose noted that 561 patrons used the downstairs space last month. The board again asked Rose to move forward with a plan to reuse the space.

New Business: We discussed restoring the original board meeting time to 4:00 PM. The majority of the board prefers it. We will change it back to 4:00 PM. Andrea asked about the budget process. In January the process begins for eventually submitting a new budget, usually in April.

Note that Mayor Foley and Jerre Bryant left the meeting early.

The board decided to hold a meeting in December, but try to keep it to an hour in length.

No public comment was offered.

The meeting was adjourned at 6:15 PM. The next regular board meeting will be December 19, 2019 at 4:00 PM in the Westbrook Room.

Respectfully submitted,

Alice Persons
Regent/Board Secretary