



WALKER MEMORIAL LIBRARY



**Walker Memorial Library**

800 Main Street  
Westbrook, Maine 04092  
Phone: 207-854-0630  
Fax: 207-854-0629

## **LIBRARY ADVISORY COMMITTEE MINUTES**

February 25, 2023

10:00 AM – Walker Memorial Library

### **1. Call to Order**

Meeting called to order at 10:05am by Library Director Rosemary Bebris.

Library Advisory Committee Members present: Elizabeth Callaway, Lorraine Glidden, Evan Hevey, Rosemary Bebris (Library Director)

Library Advisory Committee Members absent: Nancy Milton Heath, Kerri Frazier (Trustee of the will of Joseph Walker), Fran Fritzsche-Jensen (Trustee of the will of Joseph Walker), Marian Peterson (Trustee of the will of Joseph Walker)

### **2. Approval of Minutes**

Committee Member Callaway made a motion to approve the minutes of August 20, 2022.

Seconded by Committee Member Glidden and approved unanimously.

### **3. Library Director's Report**

The full text of the Library Director's Report is attached to these minutes.

### **4. Friends of the Walker Memorial Library Update**

Committee Member Glidden provided an update on the activities of the Friends of the Walker Memorial Library.

### **5. New Business**

- a. Kate Radke provided an overview of library programming and outreach efforts.

b. Library Director Bebris presented potential Library Advisory Committee meeting days and times for the committee's consideration.

**6. Adjournment**

Meeting adjourned at 10:47am.

Upcoming Meeting: May 9, 2023 at 5:30pm



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## Director's Report February 25, 2023

### Budget Process for FY 24

- a. Maximum 3% increase (about \$3,500)
- b. Department Budgets were due on 2/10
- c. Meetings with the Mayor to be held 2/27 – 3/3
- d. Budget Presentations Due to Mayor on 4/7
- e. Budget Presentation to Council scheduled for 4/24
- f. CIP Requests due on 6/2

### DEI

The City of Westbrook has established an employee Diversity, Equity & Inclusion (DEI) Committee. Kate Radke is representing the Library on the DEI Committee.

- Generate ideas around providing a more inclusive environment for all City employees
- Learn and grow as an advocate for DEI
- Serve as a “DEI Ambassador” within your department to help drive culture change
- Look at ways in which the city might position itself as the premier municipal employer in the state regarding DEI initiatives

The City has also engaged a DEI consultant, Kate Stitham, of Integrative Inquiry Consulting, to advise and assist the DEI Administrator and HR in the review, development, and implementation of DEI supportive policies and practices at the City. This will include education, awareness, and training of leadership and staff to guide the integration of DEI principles and values into the culture and operations of the organization.

Library policies

## **Narcan Training**

Janet Dosseva from the Partners for Prevention Program will lead the training and provide necessary resources.

This training will cover:

- Opioids: What are they?
- Current Drug Trends
- Overdose Recognition
- City of Westbrook Policy and Procedure
- Overdose Response
- Naloxone Administration
- Good Samaritan Law
- Next Steps

The City of Westbrook would like to be very prepared, especially with the trending uptick in overdoses.

Kate Radke and Luke Sorensen attended. Desks have nasal spray.

## **Network Upgrade Update**

The library's network upgrade is underway. City staff expects completion by April.

## **Staffing**

Interviews are underway for the vacant PT Library Technical Assistant position. We received about 100 applications.

**Respectfully submitted,  
Rose Bebris, Director**