

**WALKER MEMORIAL LIBRARY**  
**Board Meeting Minutes    April 18, 2019**  
**4:00 PM – Library Westbrook Room**

In attendance: Judith Reidman, Fran Fritzsche-Jensen, Alice Persons, Dawn Levesque, Roy Leighton, Jane Cote, Marian Peterson. Also attending: Rebecca Albert, Library Director and Matthew Davis, Adult Services Librarian/Acting Deputy Director.

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

The March 2019 meeting minutes were unanimously approved. The minutes of the special meeting on April 4 were also approved.

**Director's Report/Updates:**

Becky handed out the monthly statistics. We discussed having the statistics reflect July to July once we have reached that point this year. The annual report has been filed; it goes by fiscal year starting July 1. Becky has put it on SharePoint. Fran made a motion that the statistics will reflect the current budget year, Alice seconded and the vote was unanimously in favor.

There is an article in *The American Journal* today about Becky leaving and the transition. We discussed an incident in the library involving a patron who has a dog. Becky appropriately forwarded the report to Natalie Burns, city attorney, for clarification about service animals.

We talked about some of the statistics. It would be good to have a counter device to keep track of how many patrons go upstairs and downstairs. We discussed a future redesign of the circulation desk and lobby so that processing works better.

We had a discussion about the three candidates for the board who have been interviewed. There is a fourth applicant. Dawn and Alice will meet with her if she is still interested. We may vote via email so we can move forward before the next board meeting.

**New Business:**

In order to maintain a culture of accountability and transparency throughout the library, the Acting Deputy Director will be having all regular full-time staff submit monthly summaries describing how time, in their respective areas, has been spent and how it is furthering the mission of the library. This will include details on upcoming programs, meetings, initiatives, as well updates on new ideas and plans being formulated and developed. Meetings attended outside the library will be listed together with a summary explanation outlining what took place and how the library benefits. This will be good for employees to help them clarify their goals. Marian commented that it helps employees evaluate themselves.

Matthew met with Altrusa. The library received \$90 from them. Our volunteer/sub Martha is working on a proposal to do more planting outside the library. She will get costs and consider maintenance. Fran suggested that the front lawn needs leveling and good soil before any planting.

Roy is looking into quotes for new signs. Our goal is to get granite signs to replace old decrepit signs. We would also like to have a large metal sign affixed to the modern part of the building on the outside.

We discussed funding for this. The city would have to approve this after a council order request since it is over \$3000.

Fran made a motion that this project move forward, Jane seconded, and the vote was unanimously in favor.

Fran asked whether all the local history materials are cataloged. It was discovered that not all of the local history materials are cataloged. Eventually we want to weed them out even more.

Fran is going to send an email to the staff asking them to sort out any of their belongings in the attic and take them home. We are going to figure out what the city should keep and what can be junked. Matt commented that there is a lot of space in the attic that could be used; the rehab and repurposing of that space could be a future project.

The Friends of the Library are holding a book sale on June 1 during Westbrook Together Days. The library will be closed then but two Friends can get in and out. No one else will be allowed in the library that day.

Fran made a motion that we sell the library microfiche reader which is not compatible with a printer. No one is using it. The motion was approved. Then we discussed whether to continue to pay to have *The American Journal* converted to microfiche and decided not to. The motion was amended to reflect discontinuing doing that, thus saving some money. The amended motion was unanimously approved. We will keep all those microfiche archives for now.

Marian mentioned a southern Maine library group that sends out information for trustees. She is on their email list and will forward the link to the rest of the board. Alice suggested that new board members should receive this information too.

The meeting was adjourned at 5:45 PM. Our next regular meeting will be May 16, 2019.

Respectfully submitted,

Alice Persons, Regent/Board Secretary