

**WALKER MEMORIAL LIBRARY**  
**Board Meeting Minutes July 25, 2019**  
**4:00 PM – Library Westbrook Room**

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

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

The June meeting minutes were handed out in paper form and will have to be approved via email or at the next meeting.

**Interim Deputy Director's Report:**

June's monthly statistics report was handed out, and reports of activities by the IT Department and Interim Deputy Director. As with last month, all departments did not report.

The new Library Director., Rosemary Bebris, starts July 29. Jonell Napier, a long time sub, is moving away. Youth Services Librarian Kara Reiman has resigned to take a position at the Maine State Library. Her last day will be August 9. Stephen Fields in the city HR office will develop the job description for the Youth Services position. The youth summer program is over August 8. Matthew is looking into staffing options to cover the public desk and will discuss these with the new director. Volunteers can't perform tasks that staff members are paid for. Luke Sorenson is the point person for volunteers.

There is an incident report which is detailed in Sharepoint. HR and the police are aware of it.

**Unfinished Business:**

Roy reported on a quote of \$6550 including installation from Richardson Monument for the proposed granite signs. This is the company which did signs at City Hall. Marian made a motion to go forward with approving the project, and Jane seconded. The vote was unanimous in favor of approval.

Roy also gave us a final quote of \$2650 installed for the large sign on the side of the building. Dawn made a motion to accept the proposal, Marian seconded, and the board voted unanimously to approve.

The window cleaning project is postponed until we hear from the city. Fran noted that a proposal was submitted to the city by Becky in April. It has been 7 years since a proposal was first put forward about replacing storm windows.

The network/cabling upgrade proposal has been modified. The new director will be involved in comparing quotes.

The summer reading and speaker series are underway. There is still a need for a permanent event space in the library.

Matthew and Enica are working with Greg Hamilton of the city to upgrade Windows 10; the goal is to get this done by the end of December.

The library will be getting a new copier and printer along with city-wide upgrades

The Bridges of Friendship photo exhibit has had positive response. Matthew would like to have more such exhibits.

The SpringShare LibCal implementation will take place in November. This is a better calendar platform than the one we use now.

Fran, Roy, Matthew, Enica and Martha have reorganized cleaning supplies and the storage closet.

There was a discussion of how important accurate and timely minutes of board meetings are; the minutes are a legal public record.

**New Business:**

Fiscal Year 2020 began July 1. Matthew and Enica are setting up accounts for the new director. (Andrea had to leave at 5:30.)

Library staffing is still critically low. Opening on Saturdays is not likely for now.

Matthew is looking into a RFID technology upgrade. This makes managing the collection easier and works with BiblioCommons. Portland Public Library uses it. The cost depends on features. The base setup of BiblioCommons is \$50,000 with an annual cost of \$20,000-\$24,000. It would allow security gates at the front and side entrances that are wheelchair accessible. Regular inventory can be taken; our library has not had one for years. The system works with Minerva. Eventually it would save personnel costs.

(Fran had to leave at 5:45.)

We discussed paying for Baker & Taylor to provide processing services. Right now we have two processors. Matthew is looking into scaling down our tech services to see whether we could make do with one cataloger, not two. The new Director will make decisions on these issues.

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

Respectfully submitted,

Alice Persons, Regent/Board Secretary