

WALKER MEMORIAL LIBRARY
BOARD MEETING AGENDA
JUNE 27, 2019
4:00 – Westbrook Room

1. Call to Order
2. Approval of Minutes of May Meeting
3. Director's Report
 - a. Library Monthly Statistics
 - b. Library Departments - Monthly Report
 - c. Library Departments – Meetings Attended
 - d. Library – General Status Updates
4. Unfinished Business
 - a. Status of outdoor granite sign/building lettering
 - b. Status of removal of materials from the attic
 - c. Status of Friends of Library book sale
 - d. Status of creation of new permanent first floor event space
 - e. Status of updating furniture in Adult Services/Youth Services with Fluett Trust funds
 - f. Status of updating the library's network (cabling, data ports, devices etc.) with Fluett Trust funds
 - g. Status of HVAC air quality issue – cleaning HVAC system
 - h. Status of library's policy for fines and overdue and missing items
 - i. Status of window tinting issue
5. New Business
 - a. FY 2019 is ending – FY2020 is beginning July 1st (issues with FY2020 budget)
 - b. Adult Summer Reading/Youth Summer Reading programs starting
 - c. Staffing concerns (Adult Services has no Saturday coverage, Adult Services lacks regular weekday desk coverage, shortage of on-call subs)
 - d. Both Interim Deputy Director/Adult Services Librarian and Systems and Technology Librarian lack library assistants (result is work not getting done)
 - e. Waiting on Greg Hamilton to replace outdated computers (Windows 7 will no longer be supported at the end of the year – major security issue)
 - f. Waiting on Greg Hamilton to replace the staff copier/printer and the public copier/printer
 - g. Library newsletter will now be published tri-annually
 - i. Winter/Spring (January/February/March/April)
 - ii. Spring/Summer (May/June/July/August)
 - iii. Fall/Winter (September/October/November/December)
 - h. Black Dinah Chocolates is interested in partnering up with the library in a multi-tiered fundraising and promotional campaign
 - i. Adult Services speaker series is beginning
 - j. Bridges of Friendship photo exhibition returning for month of July
 - k. Eleanor Conant Saunders Reading Room/Westbrook Room (set-up/breakdown occurring throughout the summer)
 - l. Addition of Springshare software for the library's website (LibCal, LibStaffer, LibGuide)
 - m. Second floor maintenance closet clean-out to free up space for additional cleaning materials
 - n. Storage cabinets in staff area need to be cleaned out and material organized
 - o. Friends of Library space needs to be cleaned out and material organized
 - p. Fish Window Cleaning was inquiring about whether the library was interested in having indoor/outdoor windows cleaned
6. Public Comment
7. Adjournment

Next meeting: July 25, 2019