

WALKER MEMORIAL LIBRARY
BOARD OF REGENTS AND TRUSTEE MEETING
January 18, 2018

4:00pm - Library Gathering Room

PRESENT: Judith Reidman, Jane Cote, Roy Leighton, William Hilton, Christine Latini, Alice Persons, Marian Peterson, Dawn Levesque.

ABSENT: Fran Fritzsche-Jensen

Call to Order The meeting was called to order at 4:00pm.

Approval of Minutes: Bill Hilton made a motion to accept the November minutes as presented. Jane Cote seconded the motion. All were in favor, motion passed.

Library Directors Report

- A. The city council approved the second reading for the security camera upgrade on January 8th and work will begin on February 2nd.
- B. There has been no work done to the Local History Room or Gathering Room. The trustees will be bringing a motion to the board in February.
- C. Rebecca has contacted IDEXX for a furniture donation and looked at Club Chairs and a sofa at Big Lots in Westbrook.
- D. A Knox Box was purchased and installed by the Fire Dept.
- E. A for-profit business is requesting information on the room reservation policy and fees. With no updated policy on room reservations and fees the board suggested she ask for a donation.
- F. Enica Davis has created a new library website on Wordpress and will hopefully go live by the next meeting.

Unfinished Business

- A. There is nothing new to report on the reconfiguration of the circulation desk.
- B. Rebecca presented three new logos created by the staff for the library.
- C. There is nothing new to report on the outside sign repair.
- D. Regina Rofe is the Treasurer for the non-profit group, Friends of Walker Memorial Library, and has filed the required IRS documents on time.
- E. Rebecca presented a quote from R.G. Eaton in the amount of \$2,500.00 for labor and materials to repair woodwork in the Gathering Rooms. Roy Leighton made a motion to accept this quote and hire Mr. Eaton for the work. Jane Cote seconded the motion. There were 7 in favor and William Hilton opposed.

New Business

The weeding of the Adult Collection is complete. The Youth Services Librarian is starting to weed the young adult collection.

There will be a professional staff meeting on Thursday, January 25, 2018.

There will be a full staff meeting on Friday, January 26, 2018.

Rebecca informed the board of her ongoing need for help in these areas:

Space utilization, collection development choices, office space, technology help, photocopying, scanning and printing information.

Roy Leighton made a motion to elect a chair, Judith Reidman, and vice chair, Christine Latini for the Board of Regents. Dawn Levesque seconded the motion. All were in favor, the motion passed.

Next Meeting: February 15, 2018

Respectfully Submitted,

Christine Latini, Ward 4 Regent

