

WALKER MEMORIAL LIBRARY
BOARD MEETING

March 15, 2018

4:00 pm – Library Local History Room

PRESENT: Dawn Levesque, Jane Cote, Fran Fritzsche-Jensen, William Hilton, Roy Leighton, Alice Persons, Judith Reidman, Rebecca Albert, and Marian Peterson.

Call to Order

Approval of the Minutes (revised) of February meeting. Bill so moved. Roy seconded. Affirmative vote.

Director's Report. The Director's Report is attached to the minutes.

Update on Distribution of LH Materials. Becky expressed her concern with eliminating the local history aspect of Walker Memorial Library; she thinks Walker needs to maintain its roots to assist folks seeking specific local information. While the Board was sympathetic, the members are pushing for movement forward toward resolution and opening of the space. Marian assured her that the amount of materials she deemed important to keep was hers. We trust her librarianship expertise in this matter. Becky intends to purchase more uniform packaging so that the storage of materials is uniform.

Staff Office Spaces. Architect Denis Lachman has visited and will present a report soon. Board will weigh his suggestions about reconfiguration of the staff area in the backroom.

Outside Sign. Maybe granite? Permanent...no maintenance. More research will be done on this.

Status of FY 2019 Budget. Requested \$129,609. without staff. Increase of \$18,804 over current budget. Becky was asked to cut \$10,000.

Staff Safety Training. March 3, 2018. Very helpful.

Unfinished Business

Meeting Room Policy. Meeting Room Policy is still being formulated. Opinion of some members of the Board is that available rooms remain free during library hours. Charge fees only for custodial expenses. The users would complete an application indicating responsible person/organization. Any required funds would have to be paid before the event.

Parking. Parking from neighboring tenants in rental units next door and across the street continue to be a problem. Becky has addressed this with Public Safety Department to have cars towed. No towing has occurred to date.

Logo. Enica has created several logos for Board to choose from. The Board liked the two-tone blue one. Roy made a motion that the Board accept the two-tone blue colored logo. Bill seconded. Motion carried.

New Staff Requests. Although Becky has submitted her budget, staff salaries and staff positions have not yet been discussed.

Circulation Desk. Becky maintains that the entire reception/foyer area needs to be addressed, i.e., carpeting, painting, and then the circulation desk.

Plans for reopening the old building. Nothing to report today.

New Business. Fran requested a copy of the proposed Library budget to be send to Board members.

We need Lachman's report on staff office space reconfiguration to have the opportunity to assess it and compare it with Christine's proposal.

Fran requested statistics from each library department.

Judith requested that we make certain we add *public comments* to the agenda in the future.

Fran noted that the calendar needs to be on the front of the website. (Before this meeting, Fran communicated with Enica and the issue has been resolved.)

Bill noted the photo in the American Journal of Eaton's Service refurbishing the Gathering Room paneling.

The meeting adjourned at 5:49.

Next meeting will be April 19, 2018.

BEFORE THE START OF THIS MEETING

Before the meeting started, Christine Latini made a compelling presentation on her concept for opening to our public the Gathering Room and the adjacent hallway and Local History Room. She provided room renderings, possible costs for furniture, hardware, and services to achieve a pleasant, aesthetic, safe space that would help Walker meet its mission to provide a welcoming atmosphere. This is a plan the Board has been attempting to formulate for several years.

Christine's plan included the removal of the humidifier in the closet and transforming the space into a storage place for the large tables. She included installation of wire shelving to house and lift materials off the floor and organize them. Each proposed removal or addition included professional quotes. Purchase of club chairs and their placement is indicated on the plans. She selected sample fabrics that might work well within our color scheme. Her plan included a configuration for four work stations in the staff work area on the basement/first level.

Each Board member was given a copy of her report.

After asking whether anyone had questions, Christine "with deep regret" presented Judith her resignation from the Board. She wrote, "I do not feel that I am making a difference and enriching the lives of my community." Everyone was stunned leaving Board members speechless.

Marian Peterson

Trustee

Recorder

March 15, 2018

Director's Report attached

Director's Report March 2018

Update on distribution of LH materials

Julie contacted the Westbrook Historical Society, who agreed to take any materials that we do not want to keep in the library. Julie is sorting materials, determining what we will keep, what will go to other libraries, city hall, and WHS. Matthew has offered to inventory all cataloged items in the collection.

Update on issue of staff office spaces

Architect Denis Lachman toured the building with me on February 22nd. We discussed ways to create office spaces in the staff workroom, and a wall to separate the dining area from the work area. I received an email from him on March 14 stating "I do have promising ideas and will get back to you in the next week or two. I suggest we get together then to review ideas then discuss next steps."

Update on outside signs

Julie searched for sign painters who could repair and re-paint the signs but came up blank. We most likely will have to have a sign company build new signs out of sturdier materials. I asked Eric Dudley for information about the granite signs at the CC & city hall. He responded "I had to do some digging but found the pricing from 2013 for the granite sign at the Community Center. The sign and engraving was \$4,959; electrical work and lighting \$2,713; Excavation work was \$2,000 for a total cost of \$9,672."

Update on status of FY 2019 budget

I submitted a 2019 budget request for \$129,609 (does not include staff), an increase of \$18,804 over the current budget of \$110,805, then met with the City Administrator and the Finance Director to go over my request. I heard back from Jerre last week asking me to cut \$10,000 from the request. I am working on that now after consulting with my professional staff.

Staff safety training

On March 3rd Fire Chief Andy Turcotte and Sgt. Tim Gardiner attended our staff meeting to go over our Emergency Action Plan and to provide us with some training and guidelines in the event of an active shooter in the library. We also discussed some of the more likely emergencies, such as an ill patron, a patron pulling the fire alarm, or a non-custodial parent trying to gain access to their child. Sgt. Gardiner urged us to consider our own strengths and weaknesses, and what we would be willing to do in the event of an emergency. I found the training and particularly the discussion with Sgt. Gardiner to be very helpful. After the training we toured the library as a group to locate fire extinguishers, fire alarms, emergency exit doors and panic buttons.

Meeting Room policy

Have not had time to complete this with the staff.

Parking

I sent photos of 6 vehicles that were still covered with snow at 2:00 pm on Wednesday, after the overnight parking ban allowing them to use the lot overnight, then sent the plate numbers of the 4 vehicles that were still there at noon today, requesting that they be towed. I will raise the issue of

enforcement with the police chief and parking officer.

Logo

Enica submitted new designs for us to review.

New staff requests

I have not heard back from Jerre and Suzanne yet about my request for new staff positions.

Circulation desk

Nothing to report today

Plan for reopening of old building

Nothing to report today