

**WALKER MEMORIAL LIBRARY**  
**Special Board Meeting Minutes    April 4, 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, Jerre Bryant, City Manager, Matt Davis, Adult Services Librarian and Interim Deputy Director, Mayor Mike Sanphy, Kara Reiman and Kate Radke, library employees.

The meeting was called to order at 4:02 PM.

Judith asked that we not hit “reply all” for many emails unless necessary.

The purpose of this special meeting is to discuss how to get through the next 3 months or so until a new director can begin work.

Jerre Bryant said that the job posting will go out in the next day or so. He gave us a copy of the ad and we discussed it. Becky had met with the HR director to go over it. Fran also read us the last ad for when Becky applied for the job. After discussion, we agreed to have the city combine the two ads. The ad will run for 3 weeks or so. HR screens applications and the Board will be involved in the selection process as before.

Matthew has accepted his new position as Acting Deputy Director which is included in the new budget that begins July 1. This was all done before Becky resigned.

We discussed staffing and current hours of operation in the library. Matthew brought up the concept of donated hours, where employees come in early or stay a few minutes late when needed, and we discussed how that works with a union contract. For several years the library was closed on Saturdays due to staff restrictions. We have also been closed on Mondays in the past.

There was a discussion of circulation desk tasks and the issue of librarians attending meetings and other events outside the library. Matthew suggested that the priority should be for employees to remain on site, particularly when we are short staffed. Going to conferences, visiting schools, etc. can be done when the staffing is available.

Fran suggested that on an interim basis, until we have a full staff, that outside meetings and activities be curtailed. Marian made a motion that the library be closed on Saturdays until Labor Day or until we can get more fully staffed. Fran seconded it and the motion was carried unanimously.

Kate made a comment that she wishes staff would attend board meetings more often.

The meeting was adjourned at 5:15 PM. Our next regular meeting will be April 18, 2019.

Respectfully submitted,

Alice Persons, Regent/Board Secretary