

**WALKER MEMORIAL LIBRARY**  
**BOARD MEETING**  
July 19, 2018  
4:00 pm – Library Local History Room

PRESENT:

**Chairperson** Judith. Reidman, Ward 5 (December 2020)

Trustee Marian Peterson

William Hilton, Ward 1 (December 2021) (absent)

Alice Persons, Ward 2 (December 2019)

Ward 4 Vacant

Vice Chairperson Jane. Cote, At Large (December 2021)

Library Director Rebecca Albert

Trustee Fran Fritzsche-Jensen

Roy Leighton, Ward 3 (December 2023)

Dawn Levesque, At Large (December 2021)

**MINUTES.** One correction on page one—Updates. “Board Members do not...” (do replaces does) Motion by Jane to accept the minutes as corrected. Alice seconded the motion. Motion passed. Marian asked for clarification on the protocol for distribution of the minutes. Judith stated that the minutes should go to the director for any correction and then the director will attach her notes and distribute both documents to Board Members.

**DIRECTOR'S REPORT.** The director's report is attached to the minutes. A summary of Rebecca's comments follow.

**MONTHLY STATISTICS.** Attached to Director's Report. A typical June drop in circulation is noted. Walker saw an increase in sign ups because of summer reading.

Roy asked about donation line in the budget. Money for fines, lost materials, room rental, and donations goes into the donation line that is handled by the City. Unless money is designated for the renovation fund, it goes to this donation line.

Elimination of fines was discussed. Marian moved that we maintain the current practice (as approved by the Board in previous years) that allows for on-going fines and an annual amnesty day. Seconded by Fran. Motion passed.

**SUMMER READING ACTIVITIES.** Spectacular kick-off party with lots of kids and families. Community Center staff brought their van with games. Spark's Ark did an animal presentation. While it has been busy, some programs have not attracted attendance.

**LOCAL HISTORY ROOM PROGRESS.** Progress is being made with Julie and Pat clearing the room. Fran asked about the map chest. Westbrook Historical Society will be asked whether they can accommodate it.

**FURNISHING PLAN FOR GATHERING ROOM/LH ROOM.** Alice, Matthew, Rebecca, and a representative from W. B. Mason compiled a proposal for comfortable chairs, end tables, and lamps for the Gathering Room. Rebecca has a quote from Mason and is awaiting a quote from Hub Furniture and another vendor. When the director has three separate quotes, she will go to City Council for final approval. The meeting room furnishings have been selected and the director is anticipating three quotes for that selection. This will go also to City Council.

**STAFF WORK AREA REDESIGN.** Rebecca is working with W.B. Mason to create an IT office space in Adult Services, break-room dividers, and the administrative assistant space. While Rebecca has a design plan, she is still waiting for furniture selection and a quote from W.B. Mason.

Jane's husband, Guy Cote, has volunteered to craft a standing desk for Circulation Head's office. Is it possible

that the City will fund the cost since this desk will assist in making a better ergonomic situation for Luke?

CIRCULATION DESK. Rebecca noted that she has seen Windham Public Library's remodel and that it is functional and attractive. Rebecca will ask Jen Alvino who the architect is that she worked with to realize the remodel. Fran suggested that this be taken off the agenda until all the other projects are complete.

REMOVAL OF HUMIDIFIER. Eric is reviewing the quote from Pine State Services.

REMOVAL OF RADIATORS. Is it possible? The decorating committee has discovered the radiators to be barriers to the placement of furnishings. Items cannot be placed against the walls; they cannot be centered properly. When the heating conversion was designed, the committee decided to keep the radiators, Today it might be difficult to remove them. Are they historically significant? They are not functioning; they merely take up space that the Library needs. Alice asked about the removal of a couple of them. One must consider their weight on the floor, the pipes in the floor and walls and whether any interconnections still exist. Alice volunteered to make inquiry on feasibility of the removal of a couple of them. Alice would like the name of the company who did the current heating system.

BOARD VACANCY. It is advertised.

STAFF SHIRTS. The Trustees will absorb the cost of 22 shirts plus the set-up fee. Board members can purchase their own shirts if they wish.

MICROFILM READER/PRINTER. Discussion on this centered on the need for this expensive piece (\$5,000+) of equipment. Fran wanted to know how much this equipment is used. Ultimately, it is not used a great deal yet we own the entire run of *The American Journal* which represents the history of Westbrook. It was suggested that we look for alternatives and other companies. Digitizing the whole collections was proposed.

UPDATES:

WINDOW PROJECT. An RFP is being prepared. The proposal is done and funds are secure. Westbrook needs three quotes to select the lowest bidder and get the project on the selected vendor's schedule.

VIDEO GAME COLLECTION. Popular youth video games are being added because of patron interest.

PUBLIC COMPUTER SYSTEM. Updated after a one day shut down. The public computers are working more efficiently and responding more quickly.

CHECK FROM ARCADIA INSURANCE. \$3,500 received from Arcadia Insurance for purchasing mobile computers for youth services.

SHARED BORROWING AGREEMENT. Adding Windham and Gray Public Library.

GIRLS ARE LEADERSHIP CAMP. A small group of Westbrook girls and their leaders will be meeting from July 30 to August 3 in the Gathering Room.

MATTHEW'S LIST. Matthew compiled a list of things that Walker might consider doing. Rebecca will share that list with Board members.

GARDENING/LANDSCAPING/SIGNAGE: Fran voiced strong concern about the current property management company's inefficiency and poor workmanship. She cited a 2013 memo in which she cited similar concerns.

Fran asked for the removal of the barrel on the side of the building that is rusted and not emptied and asked that the bench that is broken be removed and replaced.

PUBLIC COMMENT: Christine Latini noted that our grandfather clock that is in the meeting room is not working. She asked for Lachman's plans for the meeting room, but Lachman only submitted plans for the downstairs area. Christine asked whether the radiator removal stands as a prerequisite to the remodeling of the room. The answer is no, it does not.

The line-item Miscellaneous Funds #44600 is where donation funds are placed.

Meeting was adjourned at 5:43.

Respectfully submitted,

Marian Peterson, Trustee

WALKER MEMORIAL LIBRARY  
Director's Report  
July 19, 2018

**1. Monthly Statistics – attached**

**2. Summer reading activities**

- a. Kickoff went exceptionally well on June 26, an exceptionally hot and humid
  - i. Families enjoyed outdoor games, bubbles and snow cones
  - ii. Community Center staff brought their van with more games and helped run the games
  - iii. I counted more than 50 people in attendance for Spark's Ark, who did an awesome animal presentation (videos on Facebook)
- b. Activities offered 5 days a week throughout July, but turnout for activities is low so far; Kara and I suspect this is due to the fact that she and Kate were not able to present the program at any of the schools this year, as they have in the past. They reached out to the schools to coordinate, but for various reasons the plans either weren't put in place or they fell through.

**3. Local History Room progress**

- a. Pat and Julie have packed up some of the books and moved them out
- b. Matthew and Martha are creating an inventory of some of the books, to offer on the listserv.
- c. Removing the books involves marking them as Withdrawn in Sierra, crossing out the barcodes. Be aware that Julie has been working on closing out one fiscal year and opening up another. Julie has also been ill.

**4. Furnishing plan for Gathering Room/LH Room**

- a. Collecting 3 "quotes" for comfortable chairs, end tables and lamps – one from W.B. Mason, one of items selected by Alice, Matthew & Becky, and one from Hub Furniture. These will go to City Council for two readings. Still waiting for updated quote from W.B. Mason and also quote from Hub.
- b. Have quote from W.B. Mason for meeting room tables and chairs
  - i. 8 nesting, folding tables 24x72: \$4,591.92
  - ii. 12 nesting stack chairs w/upholstered seats: \$2,897.28
  - iii. 40 armless stacking chairs w/upholstered seats, plus cart: \$5,148.48
  - iv. Total is \$12,637.68, includes warranty, delivery, installation and waste removal
- c. Will need to get 2 more quotes for these items; can get one from Demco, library supplier, and create another through online research (Staples, Amazon)

**5. Staff work area redesign**

- a. Have quote from W. B. Mason for creating IT office with dividers and a locking door in the back of the Adult Services area - \$3,829.20
- b. Requested specific quote from W. B. Mason for dividers to completely block off the staff dining area from the rest of the work room

- c. Requested specific quote from W. B. Mason to create an “office” with dividers for Julie, within the staff work area.
- d. City Council approval needed for all of these expenditures; do we go forward with the first, while we wait for the other quotes?
- e. Will have to get 2 more quotes on each project for City Council approval
- f. Need Standing desk for Luke’s office – Jane?

**6. Circulation desk/lobby reconfiguration**

- a. Would like to talk to designer (W.B. Mason?) (architect) to review the space and make recommendations

**7. Removal of humidifier**

- a. Eric is reviewing the quote from Pine State Services

**8. Removal of radiators**

- a. Not possible?

**9. Board vacancy**

- a. No result from posting on city and library website

**10. Staff shirts**

- a. \$50 one-time setup fee for embroidery
- b. \$18 per shirt – polo shirt, women’s and men’s styles, same shirts we have now
- c. 22 Staff and Substitutes, plus 8 if you want to include yourselves
- d.  $\$18 \times 30 = \$540$  or  $\$18 \times 22 = \$396$

**11. Microfilm reader/printer**

- a. Quote 1, for basic machine, good for patron use: \$5,865 (this includes a \$1,500 discount) Add'l \$2,000 for accessory and software options; Add'l \$675 for installation and training
- b. Quote 2, for next level machine, includes Touchscreen PC workstation, warranty, installation and training: \$15,440
- c. Running a buy-one-get-one-free offer this summer; they have book scanners and other items if we didn’t want a second microform reader (Quote #1 discount applied instead of the BOGO offer)
- d. There are more options for machines and services as well

**12. Window Project**

- a. I am putting together an RFP for the project. Eric Dudley provided me with a copy of a RFP to use as a template, and I will consult with city hall to make sure I have all the details correct, and with help publishing it.

**13. New video game collection this year**

- a. Purchased with Youth Services A/V funds
- b. Selection done by Luke & Kara
- c. Processing them right now
- d. The disks will be stored behind the circulation desk

e. Empty cases will be displayed in lobby; I am going to re-hab an old shelf for this

**14. Recent update to public computer system (Useful)**

a. Shut computers down for a day, but all seems to have gone well

**15. Accepting the check from Acadia Insurance** next Friday 7/27 1:00 at their office - photo op

a. Will go to City Council to officially accept the donation of \$3,500

**16. Shared Borrowing Agreement** is supposed to be expanding

a. Haven't heard from other members yet

b. I met with directors at Windham and Gray PLs; we will go ahead with a separate shared borrowing agreement if the other one doesn't work out.

**17. Girls Are Leadership Camp**

a. Meeting in the Gathering Room July 30-August 3 (one week) from 8:30-3:00

b. Their previous arrangement fell through so we agreed to rescue them

**18. Developing plans to upgrade other library spaces, inside and outside**

**List of ideas and suggestions**, compiled by Matthew Davis:

- Development of a plan, which would involve the Friends of the Library, to drum up community support to help with landscaping the front of the library, cleaning up the area surrounding the library, and generally beautifying the outside area of the library. Presently, the outside of the library looks dirty and dusty and unmaintained.
- Development of a plan to have the two old wooden Walker Memorial Library signs torn down. Contract out and have a new sign designed and installed similar to the granite signs used at both City Hall and the Community Center.
- Development of a plan to replace the furniture, specifically the public computer tables and study tables.
- Development of a plan to replace the outdoor book drops with a book drop that is connected to the building.
- Development of a plan to increase the amount of staff contributions to the bi-monthly newsletter.
- Development of a plan to increase the number of library substitutes and volunteers.
- Removal of the bench on the side of the library – consistently littered with cigarette butts and other paraphernalia.
- Removal/replacement of the trash can adjacent to the staff parking lot.
- Development of plan to address the constant flooding of the staff walkway adjacent to the staff parking lot.
- Development of a plan to increase the amount of display space in the library.
- Identification of a target date for the establishment of the new Reading Rooms with new furniture in place.
- Identification of a target date for when the City of Westbrook plans on painting the library and replacing the rug in the Adult Services/Children's Services area.
- Identification of a target date for when the Entry area and the Circulation area is going to be re-designed/remodeled.

- Identification of a target date for when the Emerging Technology Librarian is going to be getting a new desktop.
- Identification of a target date for when the Adult Services/Children's Services will have off the main floor desk space.
- Identification of a target date for when the staff will have an in-library space to rest and relax.

<b>Walker Memorial Library 2018 Monthly Statistics</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Totals</b>
Attendance	4679	5135	4860	5282	5162	5462	30580
Hours Open	184	171	185	184	202	196	1122
Items checked out	5015	4976	5628	5505	5418	5529	32071
Renewals	827	794	946	752	879	547	4745
AV circulation							
Adult Services Checkouts	1466	1500	1586	1578	1453	1274	8857
Adult Services Renewals	276	222	230	211	244	81	1264
Youth Services Checkouts	429	506	508	508	449	503	2903
Youth Services Renewals	73	74	124	83	97	34	485
Magazine circulation							
Adult Services Checkouts	152	152	213	146	223	185	1071
Adult Services Renewals	24	42	45	18	30	9	168
Youth Services Checkouts	13	9	12	19	6	8	67
Youth Services Renewals	2	1	0	0	0	4	7
CloudLibrary circulation							
ebooks	213	235	219	215	239	195	1316
audiobooks	183	161	171	192	198	206	1111
new patrons	19	13	21	11	13	19	96
ILLs Borrowed from other libraries	912	818	1054	864	905	905	5458
ILLs Sent to other libraries	1024	953	1058	1051	980	929	5995
New Cards	43	45	41	42	50	135	356
Museum Passes							
CMM	2	2	5	2	2	2	15
MWP	0	0	0	3	2	4	9
MSPP	0	0	0	7	0	1	8



Fees collected								
Fines	\$429.10	\$333.10	\$514.95	\$450.90	\$397.60	\$410.90	\$2,536.55	
Book sale	\$78.00	\$54.00	\$99.00	\$71.50	\$54.00	\$43.00	\$399.50	
Fax	\$106.55	\$111.50	\$53.60	\$89.25	\$89.50	\$82.00	\$532.40	
Copy/Print	\$494.50	\$397.50	\$429.50	\$414.00	\$460.00	\$349.00	\$2,544.50	
Non-Resident Fees	\$0.00	\$50.00	\$50.00	\$50.00	\$100.00	\$50.00	\$300.00	
Donations	\$0.00	\$25.00	\$130.00	\$50.00	\$46.29	\$171.00	\$422.29	
Lost & Paid for Items	\$129.89	\$193.95	\$70.99	\$195.94	\$212.43	\$0.00	\$803.20	
<b>Collected for meeting room use (included in Donations Total)</b>								
Carriage House Mortgage						\$50.00	\$50.00	
Pica Energy				\$50.00		\$50.00	\$100.00	
Riverfront Lofts Condo Assn					\$30.00		\$30.00	