

WALKER MEMORIAL LIBRARY
Board Meeting Minutes
October 18, 2018
3:00 PM – Library Local History Room

In attendance: Judith Reidman, Fran Fritzsche-Jensen, Marian Peterson, Jane Cote, Dawn Levesque, Roy Leighton, Alice Persons, Becky Albert. Westbrook resident Christine Latini attended the second half of the meeting. Bangor Savings Bank investment advisers Rob Snow and Robert Cyr met with the board during the meeting, as they do each year.

The meeting was called to order at 3:00 PM.

The September meeting minutes were unanimously approved.

Director's Report/Updates

There is no written director's report this month. Becky reported this information during the meeting:

Becky briefly discussed the monthly statistics. WiFi use and computer sessions dropped in August and September due to a lot of network failures.

Progress continues in the Local History Room. Fran has been cleaning shelves and windows. Martha is sanding shelves. The map case is gone thanks to Roy. Much of the Gathering Room furniture is here except for small tables. The room divider panels for the IT and staff work areas have been ordered.

Rob Snow and Robert Cyr from Wealth Management, Bangor Savings Bank, met with the board. They went over the Fluett Trust portfolio and performance and gave board members a detailed report in writing. It is their opinion that the investments are balanced to agree with Board goals and stated risk tolerances, and the portfolio is performing appropriately. They went over the detailed investment review.

There is nothing to report about board vacancies. Fran moved the microfilms to the Local History Room closet to free up shelf space.

Network failures have become a serious problem. At any time, three or four of the public computers do not work. Cisco no longer supports the library's outdated system. We want to spend \$1500 from the library's operating budget and have asked for funds from the city contingency fund. The request will be read twice at the city council, and if approved, the new equipment can be ordered Nov. 6.

The trustees agreed to pay for Luke's standup desk built by Guy Cote; he is not a vendor employed or insured by the city.

The Friends of the Library helped us buy 2 recent works of art depicting the library by Westbrook artist Andy Curran. The artist gave permission for us to use the images on cards, posters, etc. The Board decided not to buy two other paintings under consideration.

The Board voted unanimously to officially rename the Local History Room the Westbrook Room, and the Gathering Room the Eleanor Conant Saunders Room. We will get appropriate signs. The board discussed the fact that we need to set guidelines for use of the rooms since they will be open to the

public after a long hiatus. We decided that they should be for adult (18+) use only and be labeled as quiet rooms, to prevent patrons talking on cell phones, playing music or games that others can hear, or talking a lot. Becky will amend the library behavior policy to reflect these changes and send us a draft to approve. We will get appropriate signs.

The board decided to mark the reopening of the renovated rooms on the same day as the library holiday party, December 11. We will invite city officials to the dedication.

The theme for the library tree at the Festival of Trees this year will be “once upon a tree”, with recycled book themed ornaments.

We will soon buy a mobile computer lab, partly funded by a gift from Acadia Insurance. The rest will come from our hardware budget. Enica is pricing options.

The meeting was adjourned at 5:08 PM. The next meeting will be November 15.

Respectfully submitted,

Alice Persons, Regent

Walker Memorial Library 2018 Monthly Statistics	January	February	March	April	May	June	July	August	September	Totals
Attendance	4679	5135	4860	5282	5162	5462	6580	6585	4738	48483
Hours Open	184	171	185	184	202	196	193	209	180	1704
Items checked out	5015	4976	5628	5505	5418	5529	6406	6363	4996	49836
Renewals	827	794	946	752	879	547	723	793	794	7055
AV circulation										
Adult Services Checkouts	1466	1500	1586	1578	1453	1274	1393	1395	1170	12815
Adult Services Renewals	276	222	230	211	244	81	120	98	111	1593
Youth Services Checkouts	429	506	508	508	449	503	706	685	467	4761
Youth Services Renewals	73	74	124	83	97	34	47	37	54	623
Magazine circulation										
Adult Services Checkouts	152	152	213	146	223	185	187	225	177	1660

Adult Services Renewals	24	42	45	18	30	9	19	8	22	217
Youth Services Checkouts	13	9	12	19	6	8	33	17	2	119
Youth Services Renewals	2	1	0	0	0	4	4	2	0	13
CloudLibrary circulation										
ebooks	213	235	219	215	239	195	218	216	195	1945
audiobooks	183	161	171	192	198	206	215	192	176	1694
new patrons	19	13	21	11	13	19	13	22	12	143
ILLs Borrowed from other libraries	912	818	1054	864	905	905	862	980	801	8101
ILLs Sent to other libraries	1024	953	1058	1051	980	929	1193	1103	1045	9336
New Cards	43	45	41	42	50	135	68	65	49	538
Museum Passes										
CMM	2	2	5	2	2	2	3	5	2	25
MWP	0	0	0	3	2	4	9	1	4	23
MSPP	0	0	0	7	0	1	1	4	0	13
Checkouts from Baxter patrons	25		7	50	18	5	25	7	3	140
Checkouts from Scarborough patrons	0		0	1	0	11	20	8	2	42
Checkouts from South Portland patrons	1		1	0	1	1	18	0	2	24
Checkouts from Thomas patrons	0		0	0	0	0	0	0	0	0
Total # of items in the collection			40553	40489	40609	40737	40544	40638	40443	
Adult Services Patron General Questions				920	1032	1092	1316	1317	1185	6862

Patron Printing/Photocopying/Scanning Questions				150	206	218	263	263	296	1396
Room Reservations				109	135	166	175	227	150	962
Programs				10	15	14	9	11	12	71
Adult Services Collection - Material Additions (regular print books/large print books/graphic novels/DVD Blu-ray/audiobooks/periodicals)			229	294	200	236	399	347	257	1962
Youth Services										
Programs	19	16	16	18	19	15	37	11	13	164
Attendance	384	441	351	556	475	466	735	131	373	3912
Technology Statistics										
Wi-fi sessions			1984	2010	2232	2070	2139	2201	1080	13716
Computer sessions			1127	1121	1019	1100	1626	1741	981	8715
Printing										
Print jobs			544	556	703	708				2511
Total pages			1402	1295	2017	1622				6336
Total sessions			209	233	248	235				925
Revenue			\$223.35	\$209.40	\$317.40	\$259.05				\$1,009.20
Website										
Views			5434	4938	4209	4828	5990	5831	4711	35941
Visitors			978	957	922	1072	1,135	1116	1120	7300
Calendar			279	325	219	384	425	333	327	2292
Read, Watch, Listen (Adult Services)			216	133	131	118	179	201	180	1158
Youth Services			174	140	135	183	207	197	165	1201
Google Business										
Google Searches							2059	2798	3045	7902

Visits to website							298	302	275	875
Requests directions							127	144	139	410
Calls							58	49	44	151
Incidents			1		1	1				3
Fees collected										
Fines	\$429.10	\$333.10	\$514.95	\$450.90	\$397.60	\$410.90	\$416.70	\$519.10	\$167.00	\$3,639.35
Book sale	\$78.00	\$54.00	\$99.00	\$71.50	\$54.00	\$43.00	\$76.00	\$115.00	\$84.00	\$674.50
Fax	\$106.55	\$111.50	\$53.60	\$89.25	\$89.50	\$82.00	\$108.40	\$139.25	\$101.75	\$881.80
Copy/Print	\$494.50	\$397.50	\$429.50	\$414.00	\$460.00	\$349.00	\$273.50	\$478.00	\$385.50	\$3,681.50
Non-Resident Fees	\$0.00	\$50.00	\$50.00	\$50.00	\$100.00	\$50.00	\$75.00	\$25.00	\$25.00	\$425.00
Donations	\$0.00	\$25.00	\$130.00	\$50.00	\$46.29	\$171.00	\$250.00	\$283.70	\$0.00	\$955.99
Lost & Paid for Items	\$129.89	\$193.95	\$70.99	\$195.94	\$212.43	\$0.00	\$73.78	\$139.22	\$88.99	\$1,105.19
Collected for meeting room use (included in Donations Total)										
Carriage House Mortgage						\$50.00				\$50.00
Pica Energy				\$50.00		\$50.00				\$100.00
Riverfront Lofts Condo Assn					\$30.00					\$30.00