

WALKER MEMORIAL LIBRARY
Board Meeting Minutes
November 15, 2018
4:00 PM – Library Westbrook Room

In attendance: Judith Reidman, Jane Cote, Dawn Levesque, Roy Leighton, Alice Persons, Becky Albert.

The meeting was called to order at 4:00 PM.

The October meeting minutes were unanimously approved.

Director's Report/Updates:

The City Council approved the network router and firewall and it has been ordered. A second reading at the council for the mobile computer lab will take place November 19. If anyone is available to attend, we may need support for this. Becky has hired 4 new substitutes. Matthew, Enica and Kara are planning a winter reading challenge for all ages, to run December 21-March 20.

Public Services moved the walkway to and from the staff parking lot, a temporary fix. Eventually this should be improved. We briefly discussed the need for a Plant Fund to care for the many plants in the library, which add a lot. The Friends gave \$100. Roy will give \$100 from the checking account. This item will be added to the budget next year.

We discussed an incident with a former staff member (a substitute) who quit for personal reasons. Becky consulted HR; staff handled this appropriately.

Unfinished Business:

There is no progress to report on the board vacancies. Alice suggested advertising the open slots on the library Facebook page.

We discussed the idea of having art works in the hallway/stairs, perhaps from local artists who would lend us pieces for a time.

New Business:

On December 11 there will be a rededication ceremony for our renovated large rooms. Becky gave us the invitation and proposed guest list. Jane will ask the Frog and Turtle to donate a cheese board. Becky is scheduling substitutes so everyone on the staff can attend. The holiday open house will take place right after this. The board discussed the guest list and name, and then voted unanimously to change the name to the Eleanor Conant Saunders Reading Room, which better describes its function.

Becky is working with Benoit Design Co. to make new signs.

We discussed revisions to the Room Use Policy. The only significant change is to designate the Saunders and Westbrook Rooms as quiet reading rooms for **adult use**. The Board also considered revision of the Rules of Conduct as they pertain to the Westbrook Room and Conant Room, which Becky gave us. After discussion of an incident where a patron brought in a dog that bit another patron, the policy will be amended to state that the only animals allowed in the library are **certified service animals**. The board voted unanimously to make these changes.

The meeting was adjourned at 5:13 PM. The board and staff are invited to a holiday party at Judith Reidman's house on December 13. Our next regular meeting will be January 17, 2019.

Respectfully submitted,

Alice Persons, Regent

WALKER MEMORIAL LIBRARY
Library Director's Report
November 15, 2018

Monthly Statistics – see attached

Updates

1. City Council requests:
 - a. New public network router/firewall – approved, ordered
 - b. Laptops for mobile computer lab – 2nd reading 11/19 – we may need support for this at the council meeting, if anyone is available.
2. New substitutes – Harper, Nora, Kennedy, Sarah
3. Winter reading challenge – For all ages; Matthew, Kara and Enica are working on a plan
4. ~~Adult Services Holiday raffle basket to benefit food pantry~~ - cancelled
5. Walkway to/from staff parking lot!
6. Plant fund
7. Incident report

Unfinished Business

1. Board vacancies – I had one inquiry, then she replied that she was going to focus on something else
2. Digitizing microfilm – no report

New Business

1. December 11 Open House/Rededication Ceremony
 - a. Invitation – see attached
 - b. Guest list – see attached
 - c. Extra food – do we want to have catering (ex. Frog & Turtle cheese board)
 - d. Scheduling substitutes so all staff may attend
 - e. Suggestion: Change the name to “Eleanor Conant Saunders Reading Room”
2. Signage – working with Benoit Design Co. for laser cut wooden sign
3. Revisions to:
 - a. Room Use Policy – simply changing the names of the rooms; does this need to be voted on?
 - b. Behavior Policy for Westbrook Room/Conant Room – see attached

Walker Memorial Library 2018 Monthly Statistics	January	February	March	April	May	June	July	August	September	October	November	Totals
Attendance	4679	5135	4860	5282	5162	5462	6580	6585	4738	5352	4360	58195
Hours Open	184	171	185	184	202	196	193	209	180	201	176	2081
Items checked out	5015	4976	5628	5505	5418	5529	6406	6383	4996	5448	4912	60196
Renewals	827	794	946	752	879	547	723	793	794	767	732	8554
AV circulation												
Adult Services Checkouts	1466	1500	1586	1578	1453	1274	1393	1395	1170	1191	1255	15261
Adult Services Renewals	276	222	230	211	244	81	120	98	111	136	121	1850
Youth Services Checkouts	429	506	508	508	449	503	706	685	467	569	528	5858
Youth Services Renewals	73	74	124	83	97	34	47	37	54	69	80	772
Magazine circulation												
Adult Services Checkouts	152	152	213	146	223	185	187	225	177	203	162	2025
Adult Services Renewals	24	42	45	18	30	9	19	8	22	17	16	250
Youth Services Checkouts	13	9	12	19	6	8	33	17	2	3	2	124
Youth Services Renewals	2	1	0	0	0	4	4	2	0	0	1	14
Cloudlibrary circulation												
ebooks	213	235	219	215	239	195	218	216	195	206	190	2341
audiobooks	183	161	171	192	198	206	215	192	176	199	117	2010
new patrons	19	13	21	11	13	19	13	22	12	6	9	158
ILS Borrowed from other libraries	912	818	1054	864	905	905	862	980	801	918	799	9818
ILS Sent to other libraries	1024	953	1058	1051	980	929	1193	1103	1045	1191	1062	11589
New Cards	43	45	41	42	50	135	68	65	49	56	46	640
Museum Passes												
CMM	2	2	5	2	2	2	3	5	2	1	2	28
MWP	0	0	0	3	2	4	9	1	4	1	0	24
MSP	0	0	0	7	0	1	1	4	0	1	0	14
Checkouts from Baxter patrons	25		7	50	18	5	25	7	3	7	8	155
Checkouts from Scarborough patrons	0		0	1	0	11	20	8	2	1	0	43
Checkouts from South Portland patrons	1		1	0	1	1	18	0	2	7	2	33
Checkouts from Thomas patrons	0		0	0	0	0	0	0	0	0	0	0
Total # of items in the collection	40553	40489	40609	40737	40544	40638	40443	40755	40776			
Adult Services												
Patron General Questions	920	1032	1092	1316	1317	1185	1338	1090	9290			
Patron Printing/Photocopying/Scanning Questions	150	206	218	263	263	296	335	273	2004			

Walker Memorial Library 2018 Monthly Statistics

	January	February	March	April	May	June	July	August	September	October	November	Totals
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Room Reservations				109	135	166	175	227	150	199	162	1323
Programs				10	15	14	9	11	12	12	12	95
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	324	321	2607

Youth Services												
Programs	19	16	16	18	19	15	37	11	13	19	21	204
Attendance	384	441	351	556	475	466	735	131	373	607	367	4886

Technology Statistics												
Wi-fi sessions			1984	2010	2232	2070	2139	2201	1080	1085	1079	15880
Computer sessions			1127	1121	1019	1100	1626	1741	981	992	881	10588
Printing												
Print jobs			544	556	703	708						2511
Total pages			1402	1295	2017	1622						6336
Total sessions			209	233	248	235						925

Website												
Revenue			\$223.35	\$209.40	\$317.40	\$ 259.05						\$1,009.20
Views			5434	4938	4209	4828	5990	5831	4711	4922	4567	45430
Visitors			978	957	922	1072	1,135	1,116	1,120	1,211	1,026	9537
Calendar			279	325	219	384	425	333	327	313	323	2928
Read, Watch, Listen (Adult Services)			216	133	131	118	179	201	180	184	152	1494
Youth Services			174	140	135	183	207	197	165	150	147	1498

Google Business												
Google Searches							2059	2798	3045	2869	2256	13027
Visits to website							298	302	275	242	213	1330
Requests directions							127	144	139	110	160	680
Calls							58	49	44	36	35	222

Incidents												
	1		1		1					1	1	5

Fees collected												
Fines	\$429.10	\$333.10	\$514.95	\$450.90	\$397.60	\$410.90	\$416.70	\$519.10	\$167.00	\$293.20	\$196.55	\$4,129.10
Book sale	\$78.00	\$54.00	\$99.00	\$71.50	\$54.00	\$43.00	\$76.00	\$115.00	\$84.00	\$34.00	\$44.00	\$752.50
Fax	\$106.55	\$111.50	\$53.60	\$89.25	\$89.50	\$82.00	\$108.40	\$139.25	\$101.75	\$130.75	\$37.75	\$1,050.30
Copy/Print	\$494.50	\$397.50	\$429.50	\$414.00	\$460.00	\$349.00	\$273.50	\$478.00	\$385.50	\$505.50	\$236.50	\$4,423.50
Non-Resident Fees	\$0.00	\$50.00	\$50.00	\$50.00	\$100.00	\$50.00	\$75.00	\$25.00	\$25.00	\$25.00	\$75.00	\$525.00
Donations	\$0.00	\$25.00	\$130.00	\$50.00	\$46.29	\$171.00	\$250.00	\$283.70	\$0.00	\$50.00	\$1,100.00	\$2,105.99
Lost & Paid for Items	\$129.89	\$193.95	\$70.99	\$195.94	\$212.43	\$0.00	\$73.78	\$139.22	\$88.99	\$154.94	\$114.93	\$1,375.06

Collected for meeting room use (Included in Donations Total)												
Carriage House Mortgage						\$50.00						\$50.00

Walker Memorial Library 2018 Monthly Statistics

	January	February	March	April	May	June	July	August	September	October	November	Totals
Pica Energy				\$50.00		\$50.00				\$50.00		\$150.00
Riverfront Lofts Condo Assn					\$30.00							\$30.00