

**WALKER MEMORIAL LIBRARY**  
**Board Meeting Minutes    March 21, 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.

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

The February 2019 meeting minutes were unanimously approved.

**Director's Report/Updates:**

Becky handed out the monthly statistics. Fran suggested that we should be able to see 12 months at a time, not 14, since this is more useful. Budget year June to June makes sense.

Becky gave us a handout on the draft 2020 budget presentation to the city council, which will take place on March 30. She, Matthew and Enica are working on a PowerPoint show.

We again briefly discussed board vacancies and the 4 candidates (2 from Ward 1 and 2 from Ward 4) who have expressed interest. Alice, Jane and Dawn will get going with meeting with the candidates informally. The board makes recommendations to the mayor's office, and the mayor appoints new board members.

We again discussed the need for job descriptions for all regular staff. HR and the union are necessarily involved. Julie's needs to be revamped. HR is working on making performance reports consistent across city departments. The library performance reports have not been done.

The additional positions the library asked the city for (building manager and library assistant) were not funded. The need is still there. The City told Becky to cut \$24,500 from the library budget and this was done. A conference was cut, and the salary line for subs.

Marian suggested possibly adding to our goals doing some senior outreach. Portland and South Portland have successful programs. We had a discussion of how important staff interactions are and relationships between the library and the wider community.

**New Business:**

Becky Albert announced that she is resigning from the position of Library Director. She will work until April 19. Matthew Davis will be Acting Deputy Director until June 30. A stipend for this temporary position is in the 2020 library budget. The library staff will be told at a meeting with Jerre Bryant on Monday, March 25.

The meeting was adjourned at 5:54 PM. Our next regular meeting will be April 18, 2019.

Respectfully submitted,

Alice Persons, Regent/Board Secretary