EAST PROVIDENCE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

Wednesday, October 3, 2018

4:30pm

Present: E. Ingraham, D. Paiva, P. Armstrong, M. Marcotte, K. Dias, J. Seals, P. Silva

Staff: M. Carlozzi, Library Director, J. May, Assistant Library Director

The Chair called the meeting to order at 4:30pm. A motion to approve the September Minutes was made by P. Armstrong and seconded by D. Paiva.

**Financial Report:** The report indicates that the library may end the year in the black due to resignations. The City Manager’s proposed 2019 library budget remains intact. M. Carlozzi plans to try and improve forecasting for the library’s budget.

**Old Business:**

1. Signs: All gender restroom signs have been purchased. The Friends will finance a new outdoor sign at Fuller. Discussion followed on the purpose of the Fuller sign and publicity concerning Fuller’s activities.
2. LED lights have been installed at Weaver at no cost to the library.

 **New Business:**

1. Overtime Policy: M. Carlozzi would like to clarify language in the current overtime policy. Carlozzi is seeking assistance from the City Solicitor on Sunday time and a half requirements for non-union workers. P. Armstrong made a motion to clarify language regarding staff compensation for conference attendance, seconded by J. Seals. Motion passed unanimously.
2. Library Foundation: M. Carlozzi argued that library funding is not diversified. As the Friends is not a 501(c)3 organization, donations are not tax-exempt. M. Carlozzi would like to explore the idea of establishing a Foundation to advocate for the library and build an endowment as another avenue for library funding. Discussion followed on the pros and cons of foundations and how a foundation can co-exist with a Friends group. The Trustees agreed to continue discussion at the November meeting.
3. HVAC line: The literacy classroom needs air circulation and Carlozzi has asked the City for options. The Board suggested mini-split heater/air conditioner for the room.
4. Janet Seals reported that this is her last month as a Trustee member. The Board thanked her for her long service.

**Director’s Report:** M. Carlozzi shared monthly program statistics and commended Paula Dubord for her daily efforts in scheduling when we are short-staffed. He reported that Meredith Bonds-Harmon is the new Head of Reference. He continues to review Library policies and the possibility of a Point of Sale Credit/Debit option for Weaver. Carlozzi expects the Boulanger donation to be spent on improvements for Riverside such as a color printer and signage.

**Adjournment:** The meeting was adjourned at 6pm upon motion by J. Seals and seconded

 by E. Ingraham.