EAST PROVIDENCE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

Wednesday, December 5, 2018

4:30pm

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

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

The Chair called the meeting to order at 4:32pm. A motion to approve the November Minutes was made by D. Paiva and seconded by K. Dias.

**Financial Report:** M. Carlozzi reported that the library is saving money at this time because he has been unable to proceed on hiring at least three staff members due to the City’s hiring freeze. To prevent compromising library services, overtime will be offered to staff when needed to complete the daily schedule.

**Old Business:**

1. Meeting Room Policy: M. Carlozzi distributed the written policy and pointed out the minor change voted on by the Trustees in November.

**New Business:**

1. Holiday Schedule 2019: The Trustees reviewed the Holiday Schedule. P. Armstrong moved to accept the schedule as written. P. Silva seconded.
2. Hearing Loop/Champlin Grant: J. May shared that the library received the funds requested from Champlin in 2018 to make improvements to the Champlin Program Room to include a state of the art hearing loop, a permanent projector, and a new sound system. Carlozzi and May just competed the specs and notes for the RFP that will be sent to the City next week.
3. J. May invited the Trustees to the Holiday Luncheon.

**Director’s Report:** M. Carlozzi distributed the mock up for the Fuller sign and reported that the sign is coming in under the $650 budget set by the Friends. The Trustees are in agreement to expand Food for Fines to include all fines. Carlozzi reported that J. May is pricing nametags for the staff, which will include the library logo and first names. The lead-time for the printer is

3 - 4 weeks. The January Trustees meeting begins the discussion of a new five-year strategic plan. The process includes reviewing the mission statement, analyzing new library trends, articulating the values of the library, and reviewing the staff survey. E. Ingraham wondered if the Trustees have a copy of the current plan which expires in December. J. May will send her a copy. K. Dias asked if the plan would include a survey for the general public. Carlozzi is designing a survey and will distribute it to the public in the library, in the community, and online. Focus groups will follow. The carpets at Riverside need a serious cleaning. Approval sought and received for the added expense of drying fans in order to keep the library open regular hours.

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

by E. Ingraham.