EAST PROVIDENCE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

Wednesday, February 6, 2019

Present: K. Dias, E. Ingraham, P. Armstrong, P. Silva

Absent: M. Marcotte, D. Paiva

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

Mr. Silva called the meeting to order at 4:30pm.

The minutes of the January 2, 2019 meeting were approved as written by Ms. Armstrong and seconded by Ms. Dias.

Mr. Carlozzi introduced Mr. Chris LaRoux, Director of the Warwick Public Library and Riverside resident. Mr. LaRoux is eager to serve as a Trustee of the library and all look forward to his appointment.

**Financial Report:** The end of the first quarter has a budget surplus due to staff vacancies. Maintenance shows a projected deficit due to a 2017 bill that had not been paid until last month. The Mayor’s office will now review all bills from all departments.

**Old Business:**

1. Foundation Planning Update: Former Director Eileen Socha will chair the Foundation Board. Ms. Ingraham will serve as Trustee representative. Weaver patron and writer Nancy Kirsch has also accepted a Board position. The goal is to have a 7-member Board in place by the end of the year. Ms. Ingraham distributed an article about Library Foundations for the Board to read at their leisure.

**New Business**

1. Library Fine Discussion and Review (DVDs/Devices): Mr. Carlozzi reported that a patron expressed her displeasure at paying a $40 fine for returning a late IPad and late Hot Spot in the book drop. Carlozzi reviewed fines for DVDs and devices throughout the state, noting EPPL’s are high. He recommends reducing DVD fines to $1 /day and reducing device fines to $5/day. The Trustees unanimously agreed. Carlozzi will amend the policy and bring it the Board for approval in March.
2. Grant Applications and Proposed Projects: Mr. Carlozzi applied for two grants in January: a $5000 ALA grant and a $600 RI Council for the Humanities mini-grant. Ms. May reported that the Library will continue its partnership with the East Providence Prevention Council in 2019, and, with EPPC, has applied for the second phase of the state’s CODE grant ($10,000) to offer educational and supportive services to individuals and their families affected by the opioid crisis.

**Director’s Report:**

Literacy Coordinator Lisa Clark has won the 2019 Outstanding Adult Education Teacher of the Year from the Coalition on Adult Basic Education. Discussion followed on sharing this news with the community.

Mr. Carlozzi reviewed maintenance contracts for the self-check machines. Carlozzi will not pursue a contract as the Trustees agreed that the $6000 cost is exorbitant.

DPW should be installing the new Fuller sign when the weather improves.

Mr. Carlozzi was called to the library on Sunday, January 20th as two hall ceiling tiles fell down. Facilities monitored a possible leak, and concluded the problem had to do with ice on the roof. There were no leaks after heavy rains later in the week.

The city issued an RFP for the program room renovations, but only had one bid. Mr. Carlozzi recommends that we re-tender and the Board agreed.

Discussion followed on the 5-year plan. Mr. Carlozzi is waiting for the Mayor’s office to have the time to discuss the survey. Ms. Armstrong tested the survey and found it easy to complete. Carlozzi hopes to see the survey translated into Portuguese and Spanish.

Hiring freeze: Mr. Carlozzi met with the City’s new Chief of Personnel. She recommended that he make a case to the Mayor in writing to fill staff vacancies. Discussion followed on the consequences of the freeze, i.e., service level reductions, and how a budget surplus due to vacancies may affect our state grant-in-aid. Ms. Armstrong asked if the Trustees should also communicate with the Mayor’s office. Carlozzi would like to discuss this with the Chair upon her return.

The meeting was adjourned at 5:30pm upon motion by P. Armstrong and seconded by E. Ingraham.