EAST PROVIDENCE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

Wednesday, March 6, 2019

Present: M. Marcotte, Chair, E. Ingraham, P. Silva, D. Paiva,

Absent: K. Dias, P. Armstrong

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

Guest: C. LaRoux

Ms. Marcotte called the meeting to order at 4:35pm.

The minutes of the February 6, 2019 meeting were approved as written.

**Financial Report:** M. Carlozzi’s budget report projects a large surplus given the continued staff vacancies. Carlozzi suggested merging two budget line items: Repairs Maintenance and Maintenance for 2020.

**Old Business:**

a. Staff Scheduling/Hiring Update: Three EPPL job postings close March 11th. M. Carlozzi and J. May will review resumes as soon as HR makes them available. Hours are changing because staff has been willing to work overtime.

b. Library Fine Update (Ordinance): M. Carlozzi learned that a 2003 city ordinance sets library fines. Carlozzi will contact the City Solicitor to learn how to change an ordinance, as he and the Trustees would like to reduce DVD fines to $1/day and device fines to $5/day. Current EPPL fines are among the highest in the state.

**New Business**

Library Salary Report: E. Ingraham wanted to know how EPPL salaries compare to other communities. M. Carlozzi’s research indicates that E.Prov. pays above the median for all full-time staff. Part-time staff earns approximately 20% less than the median. The Board would like to see the salaries of the part-time staff gradually increase to reflect the median wage statewide. Carlozzi will bring this to the Mayor’s attention. The Chair noted that the Trustees set compensation for library staff.

**Director’s Report:**

The Public Library Survey will be translated into Portuguese and will launch on Monday. Carlozzi will use the survey data to write the Strategic Plan, which he plans to have for the Board in April.

Carlozzi reported on a disturbance at Riverside Branch last week resulting in a patron being banned indefinitely from the library. May reported that the staff handled a threatening situation very well and kept everyone safe. D. Paiva suggested that the staff be commended for their action. E. Ingraham will compose a letter to be sent to the involved staff members.

The Friends Book Sale will be held from April 25th – 28th.

J. May mentioned that Weaver Library is a sponsor for the 34th Annual Rhode Island Statewide Historic Preservation Conference and will host a library tour and reception on April 6th. Hundreds of people are expected for the conference, which includes lectures, walking, biking, bus, and boat tours of East Providence.

The meeting was adjourned at 5:30pm upon motion by D. Paiva and seconded by P. Silva.