EAST PROVIDENCE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

Wednesday, November 7, 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 4:35pm. A motion to approve the October Minutes was made by D. Paiva and seconded by P. Armstrong.

D. Paiva reported that the Friends received a $50 gift card from the organization CHUMS in gratitude to the Friends for setting aside donated books with children and heroes of color for CHUMS’ students.

**Financial Report:** October’s report indicates that the library is still comfortably in the black at end of the fiscal year. M. Carlozzi will track expenses on a monthly basis going forward in FY2019.

**Old Business:**

1. Fuller: E. Catelli is talking with the City Engineer who is drawing up plans for the shed slab. A company has been selected for the Fuller sign.
2. J. May continued the discussion of a potential Foundation for the East Providence Public Library. The Trustees have shown interest in pursuing the creation of a Foundation. M. Carlozzi, J. May, and the Trustees will consider names for a Foundation Board as the next step.
3. Staff Nametags: D. Paiva presented his magnetized nametag and he and several Trustees reiterated their strong desire for the staff to wear such. M. Carlozzi will speak to the staff to get their feedback and report back to the Trustees in December.

**New Business:**

1. Assistance Animal Policy: M. Carlozzi introduced a policy on Assistance Animals for discussion. M. Carlozzi asked the Board to consider whether the Library should allow emotional support animals. (By law, the library must accept service animals.) K. Dias made the motion to accept the policy as is, seconded by P. Silva.
2. Meeting Room Policy: M. Carlozzi asked for the Board’s view on the current policy, which allows outside groups to use the libraries’ kitchen facilities. The Board unanimously agreed to amend the Policy to remove kitchen privileges.

**Director’s Report:** M. Carlozzi shared that the State Grant-in-Aid has been approved. He continues to encourage staff to do professional development. Carlozzi approached Acting City Manager Parella and received approval to move our literacy program’s conversation class to City Hall, learning that City Hall space is available to the library whenever there is a need. The Director then asked J. May to report on the month’s programs. She highlighted several unique and successful programs – Teen Intercultural Night, Kent Heights Halloween Parade, and Four Legs to Stand On, a powerful play about the opioid epidemic.

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

by K. Dias.