EAST PROVIDENCE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

Wednesday, June 5, 2019

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

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

Ms. Marcotte called the meeting to order at 4:31pm.

The minutes of the May 1, 2019 were approved as written.

**Patron Conduct Policy Appeal:** The patron banned from the Riverside Library for 30 days and invited to attend today’s meeting to appeal the decision is not present and thus the action stands.

**Financial Report:** The City Council would like to look at all Department budgets mid-year. The library is still expecting a surplus. The new Open Gov city software has a budgeting platform so the Finance Report may look different in the future.

**Old Business:**

a. Hiring Update: Victor C. Santos is the City’s new Director of Human Resources. The Personnel Board met last Friday and approved new hires. Carlozzi submitted a memo to the City recommending a change to the hiring process regarding the need for certification of the candidates by the Personnel Board. Michelle Perry, long -time library aide, has accepted the position of Public Services Librarian and Audrey Duarte has accepted the position of part-time Reference Librarian. At this time, the part-time ESL teacher has not confirmed. Carlozzi will be submitting requisitions for a full-time and part-time library aide position and another part-time Reference Librarian.

b. Grant Application Status: Carlozzi announced that the Library received a $9,000 RI Foundation Community Grant to enhance the Farmers Market. Carlozzi has also requested a $14,000 CDBG grant to hire a tutor for the Adult Language Learning (ALL) department for September. The tutor will assist learners who are struggling approximately 13 hours/week.

**New Business:**

1. Fine Structure Vote: Trustees now have the authority to set fee structure. Motion by Armstrong to accept the changes recommended by Carlozzi and seconded by K. Dias.
2. Service Animal Policy Vote: Carlozzi has changed the policy to reflect that only service animals are permitted. The policy clearly defines service animal. P. Silva made a motion, seconded by E. Ingraham to accept the updated policy.
3. Survey Results, 5-year plan update: M. Carlozzi and J. May will hold a focus group on June 27 at 6:00 pm with people who show very distinct library patterns. The focus groups will be a mix of different types of users. Carlozzi will email a copy of the 5-year plan to review before the September meeting.
4. Survey Results: 374 total respondents; 75% female; 65% were over 50. Carlozzi distributed and reviewed the survey results, which indicate that core traditional services (books and literacy) are still valued by EPL patrons. 70% of patrons use the web site yet a good percentage learns about programs from interactions with staff. Overall, the survey confirms that the library runs well, that patrons are very satisfied. Carlozzi offered a factor analysis for the math inclined.

**Director’s Report**: CCS was the lowest bid of those qualified for the Hearing Loop. Carlozzi spoke to references and got positive reviews. It is now in the City’s hands. The company thinks that they can complete the job in one week.

D. Paiva given the floor to discuss changing the time of Trustees Meeting to 4pm. The Board decided to go month to month starting at 4:15pm on a day Don needs to leave. M. Marcotte asked if the library would continue the summer free lunch program. J. May reported that Fuller is no longer a lunch site as it required too much staff time. M. Marcotte also asked if the library’s automatic renewals have affected the amount of fines typically collected by this point. Carlozzi has the potential to monitor this now. K. Dias raised the idea of getting training for staff around mental health and other sensitive issues suggesting that the Police might have a recommendation for a speaker. P. Armstrong remarked that it may be time to look at alternatives regarding the Fuller shed construction.

The meeting was adjourned at 5:45pm upon motion by K. Dias and seconded by D. Paiva.