

East Providence Public Library Board of Trustees
Meeting Minutes
Regular Meeting: December 7, 2022 at 4:00pm

Meeting called to order at 4:03pm

ROLL CALL

Patty Armstrong - present

Kathy Dias - absent

Betsy Ingraham - present

Chris LaRoux - present

Peg Marcotte (Chair) - present

Don Paiva - present

Paul Silva - present

Also attending:

- Meredith Bonds-Harmon, Library Director
- Pamela Schwieger, Youth Services Coordinator
- Julie Holden, Guest

CONSENT AGENDA

- Minutes of November 2, 2022 meeting
 - Patty made a motion to approve the minutes with two corrections from Betsy. Motion passed unanimously.

REPORTS

- Friends' Update

Volunteer Hours

Six Friends volunteered in November, sorting books for a total of 65 hours.

Book Donations to Other Causes

The Friends donated 25 inspirational books to Riverside Sisters for victims of domestic abuse.

Library Projects

The Friends donated 12 puzzles to the Library's Puzzle Swap project.

Holiday (Christmas, Hanukkah & Kwanza) books, CDs and DVDs for all ages are available for sale at the Never-Ending Book Sale at Weaver and Riverside until the end of December.

The Friends provided funding for the purchase of poinsettias for holiday decorations at Weaver, Riverside and Fuller.

Membership

There were seven new memberships added since the Nov. 1 report.

- Financial report
 - Meredith said that we are only one month in and everything looks correct on the library's report.
 - We did not get a report from the city this month yet.

OLD BUSINESS

- Discussed state law and city ordinances related to the authority of the Library Board of Trustees joined by guest, Julie Holden (EP resident & Assistant Director at Cranston Public Library).

NEW BUSINESS

- Discussed and voted on the Collection Development Policy
 - Patty made a motion to approve the new policy as is, and it passed unanimously.
- Vote on 2023 Library Holiday Closing Schedule
 - Discussion about 2023 Veterans Day. Chris L. motioned that the library remain open on Saturday, November 11, 2023, and honor veterans in some way on that day. 2023 Holiday Closing Schedule passed unanimously.
- Discussed holding Trustee meeting at Fuller and Riverside location
 - Changing the time from 4:30 to 4:00 in January and February 2023.
 - The meeting will be held at Riverside Library in March at 4:30pm, and at Fuller in October 2023 at 4:30pm.

STAFF UPDATE

- We have hired Allison S. as the FT Fuller assistant.
- We are going back to the past list of applicants for the PT Fuller position, and are waiting on that.
- The PT Reference and Digital Instructor position and the Assistant Director position were posted, and we had one internal qualified applicant, Pam Schwieger, for the AD position.
- We are still waiting for the PT ESOL instructor position to post.

DIRECTOR'S REPORT

- Capital improvement project at Weaver Library
 - Nate Cahoon worked to have our external trim and cupola repair project added to the City's budget..
- Champlin grant
 - We received \$77,000+ And are putting in new flooring at Riverside Library.
 - We need to get three bids for this project, and Meredith wants to make sure the company we hire has worked with libraries in the past and understands that we will need to move all of the books off of the shelves.
- Staff trainings
 - The Impacts of Homelessness presentation was illuminating and useful to staff. We had perfect attendance from staff, and it appeared that staff were very engaged.
 - Meredith will attend an overview of the active threat training by EPPD before the staff receive the full training.
 - EPPC and East Bay Recovery Center will present a staff training on overdose and Narcan in January.
 - Patty suggested that we have a CPR training for the staff.
 - We are looking at a "mental health first aid" training.
 - Our circulation coordinator will be holding a meeting for circulation staff in January.

- We are having a holiday luncheon on Wed, December 14, 12:00-2:00 for staff, trustees, FEPL, and past employees. It will be catered by the Townie Pride Cafe at EPHS.

ADJOURNMENT: Patty motioned to adjourn. Peg seconded. The meeting adjourned at 5:21.