East Providence Public Library Board of Trustees
Meeting Minutes
Regular Meeting: December 6, 2023 at 4:00pm at Weaver Library

Meeting called to order at 4:33pm

ROLL CALL
Patty Armstrong - present
Kathy Dias - present
Betsy Ingraham - absent
Chris LaRoux - present
Peg Marcotte (Chair) - present
Don Paiva - absent
Paul Silva - present
Also attending:
  ● Meredith Bonds-Harmon, Library Director
  ● Pamela Schwieger, Assistant Director

1. Call to order
2. Review and approval of November 2023 minutes - approved unanimously
3. Friends’ report - no report
4. Director’s report
   a. Financial report
      i. FY23 budget -
   b. Personnel
      i. Youth Services Librarian: Interviewed 5 candidates on November 30.
      ii. Youth Services Part Time Librarian: Position filled and she started on November 27.
      iv. Part Time Custodian: 18 Applicants, HR is setting up interviews. No word on full time custodian retirement.
   v.
   c. Buildings & grounds, capital projects
      i. Riverside carpet replacement – completed November 13.
      ii. Weaver Cupola – completed December 5.
      iii. Overhead projector installation (2) – Equipment was installed on December 4. Next step is wifi/sound hook up and staff training. Related – wifi needs to be boosted at Weaver and Riverside (new overhead projectors run on wifi). One quote has been obtained, working on collecting two more.
      iv. Fuller HVAC – Buildings Superintendent and HVAC tech will start working on the Request for Proposal (RFP is the process for the vendors to submit bids for the job) next week.
      v. Weaver sewer drain lining – 2 estimates have been obtained, Building Superintendent is working on getting a 3rd estimate and reviewing an annual maintenance plan.
d. Grants
   i. Learn365 Grant - 28 student apps and 13 tutor apps. Currently working on screening applicants, creating agreements between EPPL and the other party (students, tutors) and putting together student-tutor pairs into the tutoring slots.
   ii. OLIS/LORI Grant – application has opened. Due December 22. Plan is write a successful application to fund the part time Social Worker. Limited hours Jan – May. Expanded hours June – Aug. Basic needs cupboards.
   iii. Champlin Grant – application opens December 15 and closes January 15. Library furniture and architecture walls for quiet study space.

5. Assistant Director’s report
   a. Pam presented usage statistics.

6. Old Business
   a. Potential Library Trustee appointments update
      i. Meredith shared a packet of library information with Damian Ramos who is interested in becoming a trustee.
      ii. Damian has concerns about the time of the meetings as it’s his busiest time of the work day.
   b. State Library Board review of library minimum standards, input for C. LaRoux
   c. Consultant for EPPL long range plan
      i. Meredith and Pam met with consultant Michael Carrozzi
      ii. We are looking to start surveying in January
          1. survey library users through our regular avenues
          2. survey non users through: water bills, EP Post
          3. Have a QR code on paper survey to give the option to fill out electronically
      iii. We will have focus groups
      iv. It will be voted on at the June trustee meeting and go into effect in July 2024

7. New Business

8. Adjournment: Patty motioned to adjourn, Kathy seconded, the meeting was adjourned at 5:35.