

**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.
    - iii. Aide: Cataloging & Acquisitions Department: Interviews scheduled for December 18.
    - 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 3<sup>rd</sup> 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 Carlozzi
  - 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.