

East Providence Public Library Board of Trustees
Meeting Minutes
Regular Meeting: November 1, 2023 at 4:00pm at Weaver Library

Meeting called to order at 4:30pm

ROLL CALL

Patty Armstrong - present

Kathy Dias - present

Betsy Ingraham - present

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 October 2023 minutes - approved unanimously
3. Friends' report - no report
4. Director's report
 - a. Financial report
 - i. FY23 budget - MBH reiterated that there is a city side and a library side, library side is more accurate. She also reiterated that we want to spend the whole budget so we don't lose money the following year.
 - b. Personnel
 - i. Youth Services Coordinator - starts on Monday
 - ii. Youth Services Librarian - interviews are scheduled for Nov. 30
 - iii. Youth Services Part Time Librarian
 1. MBH, Pam and Elmer interviewed 6 candidates last Friday, and should be ready to offer one the job next week.
 - iv. Library Aide
 1. MBH met with Library Aides individually. She also met with HR and two Steelworkers representatives.
 2. HR has indicated that this job will post again this Friday.
 - v. Custodian
 1. Napoleon is leaving on Friday.
 2. Our new custodian is going on vacation in November, and is planning to retire in December.
 - c. Buildings & grounds, capital projects
 - i. Riverside carpet replacement
 1. They have moved through two phases
 2. MBH is impressed with this company.
 - ii. Weaver Cupola
 1. In progress
 - iii. Overhead projector installation (2) - Weaver classroom & Riverside
 1. moving ahead with this
 - iv. Fuller HVAC \$49-75K

1. Although it is on its last legs, the heat is working now, but the AC needs to be replaced before the summer.
 2. The mayor encouraged MBH to look for grants to pay for this.
 3. The new system will be efficient so we will save money each month.
- v. Weaver sewer drain lining
 1. Woods plumbers have had to come three times in 2023 because of a clogged outside drain.
 2. Woods advised us to get our sewer drain lined.
 3. Patty suggested we line the drain, and see how that goes before paying for a maintenance plan.
- d. Learn365 Grant
 - i. City applied for this grant launched by Gov. McKee
 - ii. \$14K for EPPL
 1. We are hiring tutors and matching them with EP students for free tutoring sessions January-June 2024 at all three library locations.
 2. Provide five half day creative learning sessions throughout summer 2024
5. Assistant Director's report
 - a. Pam reached out to two EP residents to see if they are interested in joining the Board of Trustees.
 - i. Lorraine Ramos, former owner of Beehive Childhood Center - she declined.
 - ii. Damian Ramos, Community Outreach Director of EPBGC - Damian expressed interest. Pam invited him to set up an appointment to meet with Peg or Meredith to learn more about the Board.
6. Old Business
 - a. Potential Library Trustee appointments update and discussion
7. New Business
 - a. State Library Board review of library standards, request for input by C. LaRoux
 - i. Chris asked the Board to read through the state's minimum standards and bring any comments to the Dec meeting.
 - b. 2024 Trustee schedule of meetings, discuss and confirm dates, times, locations
 - i. Keep meetings on the 1st Wed of the month
 - ii. Meeting at EPV in Jan and EPF in September
 - iii. Trustees asked to invite the City Council to come to a meeting, and also for one staff to come each month to talk about their specific role in the library.
 - c. Consultant for EPPL long range plan
 - i. Our plan expires at the end of this calendar year, and we need to adopt a new one by the end of June 2024 to be in compliance with the state's minimum standards.
 - ii. Meredith plans to hire former director, Michael Carlozzi, to help us with the process of creating a new long range plan.
 - iii. Kathy motioned to approve Meredith in hiring a consultant, Patty seconded, and the motion passed unanimously.
 - d. Meeting format, discussion
 - i. Meredith suggested sending out reports instead of presenting them in person.
 - ii. Patty suggested going through the reports quickly like MBH did tonight.
8. Adjournment: Patty motioned to adjourn, Paul seconded, the meeting was adjourned at 5:25.