

East Providence Public Library Board of Trustees
Meeting Minutes
Regular Meeting: January 3, 2023 at 4:00pm at Riverside Branch Library

Meeting called to order at 4:30pm

ROLL CALL

Patty Armstrong - present

Kathy Dias - present

Betsy Ingraham - absent

Chris LaRoux - absent

Peg Marcotte (Chair) - present

Don Paiva - absent

Paul Silva - present

Also attending:

- Meredith Bonds-Harmon, Library Director
- Pamela Schwieger, Assistant Director

- Call to order
- Review and approval of December 2023 minutes - struck meeting dates, and then approved unanimously
- Friends' report - no report
 - The trustees expressed interest in having a monthly Friends report including a list of materials/services that they fund.
- Director's report

Financial report

Overtime: As a result of being open on Veteran's Day, we are ahead in OT budget line spending. We are keeping careful track of this line to ensure that staff pay for Sunday hours can continue to be funded.

Telephone/Communications: The one-time cost of wifi boost (at two locations – Weaver & Riverside) took us over budget. Quote was reviewed by the City's IT Dept and given the green light – equipment costs, installation timeline, and warranty - all satisfactory.

Dues & Fees: Librarian's professional association memberships are renewed every November (RI Library Association and New England Library Association).

Personnel

Youth Services Librarian: Conditional job offer was made to our top candidate on December 21. Waiting on start date.

Aide: Cataloging & Acquisitions Department: Half of the interviews were conducted on December 18, the other half are scheduled for January 9.

Part Time Custodian: Candidates were interviewed on December 15, no job offer has been made yet.

Full Time Custodian: Ed has retired with effective date today. Job requisition was sent to HR on December 19, no update on this yet.

Buildings & grounds, capital projects

Wifi Boost: at Weaver Library and Riverside Branch. This is needed for the functionality of the newly installed overhead projectors. Wifi boost and final installation and staff training projected to happen week of January 8.

Fuller HVAC: Buildings Superintendent and HVAC tech are working on the Request for Proposal (RFP is the process for the vendors to submit bids for the job)

Weaver sewer drain lining: Buildings Superintendent is working on a getting a 3rd estimate and reviewing an annual maintenance plan.

Grants

LORI Project Grant: application submitted on 12/21/23. Grant decision will be made on 1/12/24.

Title: Advancing Library Social Work Services. Request amount: \$26,130.

OLIS/URI GSLIS Professional Field Experience Grant Program: Reference Department is hosting a GSLIS student for her PFE requirement.

- Assistant Director's report
 - Pam presented usage statistics.
 - Informed about Small Business Administration (SBA) setting up a Business Recovery Center at Weaver Library, beginning this past Dec 19. The Business Recovery Center is here to help East Providence, Providence and other towns small businesses who were impacted by the sudden closure of the Washington Bridge on Dec 11.
 - Updated on status of Long Range Plan
 - Our LRP consultant, Michael Carlozzi, will be attending the February trustee meeting to conduct a focus group with the board members. He will also ask them each to fill out a LRP survey.
- Old Business
 - Potential Library Trustee appointments update
 - Meredith shared a packet of library information with Damian Ramos who is interested in becoming a trustee.
 - Damian has concerns about the time of the meetings as it's his busiest time of the work day.
 - State Library Board review of library minimum standards, input for C. LaRoux
 - Consultant for EPPL long range plan
 - Meredith and Pam met with consultant Michael Carlozzi
 - 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
 - Michael will hold focus groups in March.
 - Michael will attend the February board meeting to discuss the future of the library with trustees.
 - It will be voted on at the June trustee meeting and go into effect in July 2024
- New Business
 - New ILL Policy was presented and approved unanimously.

Adjournment: Patty motioned to adjourn, Kathy seconded, the meeting adjourned at 5:40.