

Providence Community Library

Board of Directors Meeting Minutes
Monday, February 24, 2020 6:00 -7:30pm

Rochambeau Library

PCL Board Members (18):

Tony Aguilar, Anita Bench, Kendra Brewster, Avital Chatto, Joan Dagle, Jordan Day, Deborah Del Gais, André Herrera, Jean Lamb, Rochelle Lee, Joseph Morra, Paige Raposa, Patricia Raub, Pam Vogel, Ellen Schwartz, Gregory Wakszulski, Zachary Weinberger, Lynn Zagoudis-Eastridge, Cyndie Wilmot

I. Call Meeting to Order:

President calls the meeting to order at 6:05 pm with 15 members present.

Roll Call:	STATUS	Roll Call:	STATUS	Roll Call:	STATUS
Tony Aguilar	EA	Andre Herrera	P	Ellen Schwartz	P
Anita Bench	P	Jean Lamb	P	Gregory Wakszulski	P
Kendra Brewster	P	Rochelle Lee	P	Zachary Weinberger	P
Avital Chatto	P	Joseph Morra	P	Lynn Zagoudis-Eastridge	P
Joan Dagle	P	Paige Raposa	P	Cyndie Wilmot	P
Jordan Day	A	Patricia Raub	P	Vacant	
Deborah Del Gais	P	Pam Vogel	A	Vacant	
7		7		4	
List of Members Present:	15	Late Arrivals:		AC, GW, JL	
List of Members Absent:	3	Early Departures:			

(A) – Absent (EA) Excused Absence (P) – Present

13 Members Needed for PCL Board Meeting Quorum: Quorum: Yes No

II. Approval of January 27, 2020 Minutes:

Any Correction: NA Name/Detail: _____

Any Correction: _____ Name/Detail: _____

Motion to approve the minutes, Ellen S. and Andre H. seconded

The motion

Number to Approve _____ to Oppose _____ to Abstain _____ By Unanimous,

Motion approved, : Motion **not** approved, ___ Unanimous approved

OTHER: Not applicable

Mission Moment:

If none, check box

If so, describe:

Michael Bordonaro, PCL Development Director, read off the current mission statement for PCL and described a social event for PCL staff which captures the spirit of the PCL system. The event was held not long before the Board meeting and was a casual gathering of PCL staff from central office and each community library.

President's Report:

If none, check box

If so, describe:

PCL Board President, Patricia Raub announced that the Board meeting in progress would be assisted by a timekeeper, (Kendra Brewster).

Director's Report:

If none, check box

If so, describe:

Copy of Director's Report Is included in February 2020 Board package. Recap of major discussion points follows.

1. Cyndie Wilmot inquired about the status of the candidate search for an open position in Collection Management. Cheryl Space, Executive Director, stated a vigorous search effort was in progress, moving forward, full speed.

2. Cheryl briefly updated Board members on PCL's, "Add Hours", campaign. Each library has collected signatures with more than 500 collected at that time. "Add Hours", signature cards both in English and Spanish have been exhausted at several locations and more are being printed.

Patrons are enthusiastic supporters of PCL's effort to increase library hours. First hand testimony from library users is summarized in the campaign summary exhibit in the Board package. More specifics on the numbers will be reviewed during the presentation from the Marketing & Outreach committee. Overall, staff and Board will continue to build momentum for our, "Add Hours", campaign and our success will help to enhance PCL's positive relationships with the Mayor, Council members, elected officials and policy makers and provides evidence of how important library services are to our City residents.

3. Cheryl also spoke about the collaboration between the community libraries and City programs such as the Mobile Book program, the Makers project etc., each program continues to go well. These partnerships continue to be expanded to attract the financial and program support needed for PCL to provide innovative, relevant, community driven library programs.

Board discussion followed including suggestions from Board members to further promote the, "Add Hours", campaign, what prospects for CDBG funding for library programs may be available in the CDBG 2021 award cycle, (Jean Lamb), and how CDBG funding has been previously used to repair and upgrade PCL library buildings.

Facilities Committee:

If none, check box If so, describe:

Finance Committee Report:

If none, check box

If so, describe:

The Board Treasurer, Ellen Schwartz, discussed the status of PCL's Year Ending 2019 audit. Ellen informed Board members about the progress to date of the audit. Members also heard about PCL's new auditor which occurred because PCL's former auditor merged with another accounting firm. There was

no major change in the scope of services provided by the new firm.

Ellen commented on the budget report and explained information pertaining to the auditor's notes, what PCL's \$494,000 surplus is comprised of including that \$491,000 is related to PCL's capital improvements activities and that PCL's year end surplus is less than \$5,000. Ellen encouraged Board members to review the audit including budget notes from the auditors.

Ellen reported that PCL's auditors report that PCL's fiscal operations complies with generally acceptable accounting and reporting standards, its fiscal management is sound and there are no known problems with PCL's fiscal operations which shows a modest unrestricted surplus. Ellen asked for a Board vote to accept PCL's 2019 Audit.

Motion to approve PCL 2019 Audited Financial Report (as drafted)

Made motion: Avital Chatto and Kendra Brewster seconded the motion.

The motion: Approve: 14 Oppose: 0 Abstain: 1
By unanimous vote, the motion was approved:

Motion to approve February 2020 PCL monthly financial report:

Made motion, Avital Chatto and Jean Lamb seconded the motion.
The motion: Approve: 14 Oppose: 0 Abstain, 1
By unanimous vote, the motion was approved:

Sue Gibbs discussed several amendments to the employee 401K plan which will allow for employees to qualify for a small sum of monies that will be mutually beneficial to PCL and staff. A vote to approve the modification to the 401K employee plan Sue described was requested.

Motion to approve Modification to 401K Plan as part of the financial report before the Board:

Made motion: Joan Dagle and Cyndie Wilmot seconded the motion
The motion: Approve: 14 Oppose 0 Abstain 1
By unanimous vote, the motion was approved:

In response to Board member questions, Ellen reviewed the existing status of each library building, including legal ownership. Board discussion followed with several questions from Board members and related responses provided by Ellen and or PCL staff.

Development Committee:

If none, check box

If so, describe:

Michael Bondardo, PCL's Development Director, discussed incoming and received grant awards through the February 2020 Board meeting date.

Michael gave a description of his activities to update PCL's lapsed donor mailing list.

Michael described PCL's various outreach and fundraising plans, including PCL's, "Because You Care", donor appreciation event scheduled for March 18th at Rochambeau Library.

Michael also mentioned PCL's, "Because You Care", event is part of a broad effort to increase PCL's donor base and to cultivate new or donors, and he asked for the Board's help in attending the event, thanking the donors, and introducing Michael to donors whom they know.

Governance Committee:

If none, check box

If so, describe:

Joan Dagle, Chair of PCL's Governance Committee, discussed the upcoming PCL Board member survey which is nearly ready for distribution.

Marketing & Advocacy Committee:

If none, check box

If so, describe:

Cheryl Space referred to the written Marketing & Advocacy Committee meeting memo prepared by Tony Aguilar for Board information.

Major topics covered in the Marketing & Advocacy Committee report to the Board include:

- the 2020 "More Hours" postcard campaign kick-off event was successfully launched
- discussion was held regarding writing an, *Op Ed*, in the Providence Journal highlighting PCL's, 'More Hours', campaign and the impact of increasing PCL's library hours
- the Committee reviewed of each library's phone-a-thon, text-a-thon and other social media services used to promote PCL's, 'More Hours' campaign
- PCL's 2020 Census grant application (#2) is in review at the RI Foundation
- Over the Edge, (Oct 16-17), update on event planning and the Spelling Bee scheduled at the end of April
- Submitted PCL's, 'Haunted Bike Ride', concept to several possible funders, including Providence Art, Culture and Tourism and staff working with the City's, "Our Streets PVD", program

Also see comments regarding the Advocacy Committee activities follows in, *Other Reports Q&A*, below Presentation included data reports on the Committee's 2020 Advocacy Campaign, 'More Hours'

Programming Committee:

If none, check box

If so, describe:

Other Business:

If none, check box

If so, describe:

"More Hours" Campaign:

Cheryl Space spoke in more detail about the outreach and outcomes to date for PCL's, "More Hours", postcard campaign.

Discussion of the wording of PCL's, "Our Story", opening section:

Board discussion led by Patricia Raub, Board President, covered a variety of suggestions and comments on the language of, "Our Story", which included different proposals on wording. A lively discussion, first in small groups, then as a combined group, followed. From the discussion, members made suggestions and came to general agreement on the, 'latest', draft of the wording would be. Agreement was reached that Patricia will write up the edited wording everyone seemed to accept and return a copy of the revisions to the Board for final review and approval.

Review and Vote to Approve PCL Collection Development Policy:

Gale Yallop, Regional Librarian at Knight Memorial Library, presented a revised draft of PCL’s proposed Collection Development Policy.

Board Chair, Patricia Raub indicated that a vote to approve the policy was in order.

Motion to approve Collection Development Policy:

Made motion, Paige Raposa and Joan Dagle seconded the motion.

The motion: Approve: 15 Oppose: 0 Abstain: 0

By unanimous vote, the motion was approved:

Public Comment:

If none, check box

New Business:

If none, check box

Board member, Jean Lamb, announced that Smith Hill CDC is leading a, ‘Homeless Parcel’, outreach project which distributes free, gender appropriate bags of personal care and other helpful items to homeless people. Jean asked that members pass the word about Smith Hill CDC’s, ‘Homeless Parcel’, project. After listening to the useful items that homeless recipients receive, the CDC’s other work to support homeless families and individuals, in appreciation was roundly applauded by PCL Board and staff.

Motion to Adjourn:

Made motion to adjourn: Jean Lamb Seconded: Cyndie Wilmot

All those in favor: 15 Opposed: 0 Abstained: 0

By 15:0 vote or by *unanimous* vote, the motion to adjourn was approved.

Meeting adjourned at 7:25 pm

Respectfully submitted,

Rochelle Lee
PCL Board Secretary