

Providence Community Library

Board of Directors minutes

March 19 2012

South Providence Library

(These minutes are subject to correction at April 16, 2012 Board Meeting.)

1. Welcome and Call to Order

President Marcus Mitchell called the meeting to order at 6:05 pm

Secretary Linda Kushner took a roll call of the board members, noting that 15 trustees were present making a quorum.

Present: David Bermon, Christian Caldarone, Joan Dagle, Deborah Del Gais, Althea Graves, Ann Keefe, Linda Kushner, Rochelle Lee, Mark McKenney, Marcus Mitchell, Sandy Oliviera, Deborah Schimberg, Ellen Schwartz, Cyndie Wilmot and Ken Wise.

Absent: Patricia Raub, Yamil Baez, Kai Cameron, Gonzalo Cuervo, and Dale Gorton,

2. Minutes: Deborah Schinberg moved that the minutes from Feb. 13, 2012 be accepted as recorded. The motion was seconded by Rochelle Lee and passed unanimously.

3. Director's report (Laura Marlane)

PCL has been award the Statewide Reference Resource Center Operations and Reference grants totaling \$340,000. Funding will start July 1, 2012. The Resource center will operate 60 hours a week. A full staff meeting is scheduled for March 30th to discuss how the program will work. For more details about these activities and to learn about additional PCL activities see the full Director' Report on file in the office.

4. Program coordinator's report (Michelle Novello)

- ESL classes have been held at 8 libraries. We are teaching about 125 people a week.

- The February card drive was a huge success. There were approximately 2500 patrons at the kick of events in libraries and we issued 1700 new and upgraded cards. Many thanks to the Friends groups whose work and support made this such a success.

- We are finalizing the new city wide summer reading program. The reading list has been submitted and we will be offering a Professional Development workshop to the PPSD librarians to familiarize them with the program and to discuss further ways PCL staff can support PPSD librarians.

-PCL is participating with the City in an effort to obtain a major grant (All American City) based on the City's program to have all students reading at grade level.

For more details about these activities see the full Program Coordinator's Report on in the office

5. Finance Report (Ellen Schwartz)

Our taxes (form 990) have been prepared and are consistent with our audit. Linda Kushner moved that the tax return be submitted. The motion was seconded by Althea Graves and after discussion was passed unanimously.

The audit has been completed. It shows \$24,812 loss in the unrestricted net assets and a total loss of \$10,822 (There was a profit of \$13,990 in temporarily restricted net assets.) These losses are caused by the way the accountants classify restricted versus unrestricted fund in recognizing revenue. Also the accountants recognize books and materials as assets depreciating them slowly over time.

Deborah Schinberg moved to approve the audit. The motion was seconded by Christian Caldarone and after further discussion it passed unanimously

3. There were several Management letter comments recommending minor tightening of procedures. Deborah Schinberg moved to accept the Management letter. The motion was seconded by Christian Caldarone and after discussion passed unanimously

4. The Income statement for the 8 months ending February 29th 2012, shows a loss of \$299,708. This is due to the failure of the City to make full payments of the money due. If the City had given us the promised funds based on the total budget of \$3,550,000 we would have a balanced budget.

6. Development Report (Steve Kumins)

We have been hard at work on promoting the Great Checkout which is scheduled for March 23rd. 1700 invitations were sent out. Repeated email blasts to 7000+ addresses have gone out. Although we have heard from people that they like the idea for the event, ticket sales at this point are less than we had hoped for. Only a handful of board members have brought tickets to the event and/or raffle tickets and at this time we are only netting about \$5500 from the event which is only five days from now. Linda Kushner exhorted the board to become active promoters of the event – to get on the stick and sell tickets.

7. Personnel (Ken Wise)

No report

8. Governance (Mark McKenney)

No report

9 Facilities

Christian Caldarone reported that the Facilities committee is working on a comprehensive facilities report which will include a five year capital needs plan. This will enable us to begin to approach funders beginning with the Champlin foundation. At a preliminary meeting with Champlin foundation, Champlin encouraged PCL to approach its capital needs “building by building,” i.e. to apply for funds to comprehensively fix a single library rather than apply for funds to address some capital needs in several buildings.

Sue Gibbs reported that besides general maintenance, the Maintenance staff had been busy this lasts month with a new leak at Smith Hill, the door at Fox Point and a new boiler at Knight Memorial which cost \$10,000 and the server at Knight Memorial.

10. Public Comment: none

11. Executive session

Ken Wise moved that the meeting go into executive session pursuant to RIGL 42-46-5(a)(5). Mark McKenney seconded the motion. Voting in favor: David Bermon, Christian Caldarone, Joan Dagle, Deborah Del Gais, Althea Graves, Ann Keefe, Linda Kushner, Rochelle Lee, Mark McKenney, Marcus Mitchell, Sandy Oliviera, Deborah Schimberg, Ellen Schwartz, Cyndie Wilmot and Ken Wise.

Opposed none. Abstaining none. The motion passed unanimously.

Discussion of the need to negotiate a new long-term lease between PCL and the City for the lease of the 8 libraries from the city. (All the libraries except Fox Point.).

Althea Graves moved that the meeting return to public session. Sandy Oliviera seconded the motion. Voting in favor: David Bermon, Christian Caldarone, Joan Dagle, Deborah Del Gais, Althea Graves, Ann Keefe, Linda Kushner, Rochelle Lee, Mark McKenney, Marcus Mitchell, Sandy Oliviera, Deborah Schimberg, Ellen Schwartz, Cyndie Wilmot and Ken Wise Opposed none. Abstaining none. The motion passed unanimously. The meeting returned to public session.

12. Adjournment

Mark McKenney moved and Althea Graves seconded that the meeting adjourn. The motion passed unanimously. The meeting adjourned 7:40.

Respectfully submitted,

Linda J. Kushner
Secretary