

Providence Community Library
Board of Directors minutes
May 21 2012
South Providence Library

1. Welcome and Call to Order

President Marcus Mitchell called the meeting to order at 6:07 pm
Secretary Linda Kushner took a roll call of the board members, noting that 17 trustees were present making a quorum.

Present: Yamil Baez, David Berman, Christian Caldarone, Kai Cameron, Joan Dagle, Deborah Del Gais, Dale Gorton, Althea Graves, Ann Keefe, Linda Kushner, Mark McKenney, Marcus Mitchell, Sandy Oliviera, Patricia Raub, Deborah Schimberg, Cyndie Wilmot, and Ken Wise.

Absent: Rochelle Lee, Ellen Schwartz, and Gonzalo Cuervo.

2. Minutes: Joan Dagle moved that the minutes from April 16, 2012 (with the spelling of David Berman's name corrected) be accepted as recorded. The motion was seconded by Althea Graves and passed unanimously.

3. Director's report (Laura Marlane)

- The G-tech computer lab at Knight Memorial will open on Thursday, May 24th. This is the 6th computer lab that G Tech has given to PCL.

-Five positions needed to operate the Statewide Reference Resource Center starting July 1st are being posted. They are Program Coordinator/Instructor full time; Project Assistant full time; Technology Coordinator/Instructor part time; and two full time Reference Librarians/Instructors. The Resource center will operate 60 hours a week.

-PCL will start lending out a few Hotspots at Mt Pleasant and three Kindles at Rochambeau to PCL patrons.

-We have been invited by Barrington library to work with them and East Providence to organize a "human library" i.e. a program which will allow patrons to check out an individual for a limited period of time to learn about their life activities and views.) This is not like the Great Check Out which is our fundraiser and features prominent individuals.)

4. Program coordinator's report (Michelle Novello)

- The summer reading program (SRP was kicked off on April 28 with over 500 people attending. A professional Development workshop was offered to the Prov. School

librarians reviewing the research behind our new SRP and informing them that SRP will be offered at all nine libraries this summer. Promotional Flyers and bookmarks were distributed; 12,000 bookmarks for SRP are already gone and another 10,000 more are being printed to meet the requests from the schools.

- We are serving approximately 125 patrons weekly at 8 ESL programs. The first GED class of 12 students are graduating on June 9th. There are currently another 25 students taking GED classes with a waiting list of 25 people for September. For more details about these activities as well as reports on additional activities see the full Program Coordinator's Report in the PCL administrative office.

5. Finance Report (Sue Gibbs)

The Income statement for the 10 months ending April 30 2012, shows that revenues received are at 79% and expenditures are at 82%. This gap reflects the fact that the City failed to make full payments of the money due under \$3,550,000 budget.

In May the City promised to fully fund us for this fiscal year, and we have received a \$100,000 payment from the city in addition to the payroll. With full city funding we expect to finish the year with a \$50,000. See Draft for year end projections.

6. Development Report (Steve Kumins)

The major thrust of this month has been getting out the end of the fiscal year general appeal which should be in the next week. A grant application for \$750,000 has been submitted to Champlin Foundation for repairs including roof, handicap access and ACV at Smith Hill. An application for \$75,000 was submitted for CDBG grant for repairs at Knight Memorial including the steps and the roof.

7. Personnel (Ken Wise)

The professional workshops requested by staff on bullying and on handling difficult patrons have been held and were well received. We plan to use the Employee Assistance program (EAP) for further workshops.

The Statewide Reference Resource Center (SRRC) will start July 1st. It will have designated phone lines at the three large libraries. 5 employees are being hired to carry out the specific tasks involved with providing 60 hours of SRR service 5 days a week (See director's report for posted positions.)

8. Governance (Mark McKenney)

Mark McKenney introduced two new general board members, Elena Chiaradio and Matthew Lawrence, appointed by the president of the Board. (Under our bylaws, between elections, the president has the power to appoint general board members.) The appointment of Elena and Matthew brings our board membership to 22.

(Elena Chiaradio and Matthew Lawrence joined the Board.)

Four proposed by-law changes proposed by the Governance committee were circulated for future consideration by the board. The first would raise the number of persons on the board who may live outside of Providence to 25%. The second would remove the term limitation on serving on the board. The third relaxes the term limitation on officers to an expectation that they serve no more than three consecutive 1-year terms as officers. The fourth adds the Governance committee to the list of standing committees.

9 Facilities

- Christian Caldarone reported that our request for \$75,000 in CGBG funds for Knight Memorial has been successfully nominated. We are waiting for a decision.
- An application for \$750,000 from Champlin for repairs at Smith Hill had been submitted. Champlin is waiting for our long-term lease with the City before they deliberate on the grant.
- The Facilities committee continues to work on a comprehensive facilities report which will include a five year capital needs plan.

Mike Nickerson reported that besides general maintenance, the out of the ordinary repair this month was the replacement of the sewer line at Knight, which cost \$7,900.

10. Public Comment: none

11. Discussion of the cut of \$350,000 to the City's appropriation for next year.

The city budget for FY 2013 contains a \$355,000 cut to the PCL appropriation. The budget that was enacted for FY2012 was \$3,195,000 but the city has made up for that reduction from \$3,550,000 with funds from other sources this year. We have been assured that for FY2013 we would have "full funding" and we assumed that meant \$3,550,000. However, the budget submitted to the City Council for FY2013 was at the present enacted level of \$3,195,000 and not the original amount of \$3,550,000. The decision of the City to cut our budget originally by 10% was made with no input or notice to PCL, nor was the fact that \$3,195,000 was the amount to be submitted again this year. A budget hearing is scheduled for Thursday May 24th and it is expected that the budget will be enacted within 2 weeks time. It is imperative that we have the money restored to the budget since the effects of this cut on PCL are catastrophic.

President Marcus Mitchell appointed the following committee to develop a plan for getting the money restored to the budget. SR. Anne Keefe, chair, Yamil Baez, Mark McKenney, Sandy Oliviera. Patricia Raub, Ken Fish, Elena Chiaradio, Cyndie Wilmot, Linda Kushner and himself. It is expected that more staff members will join the committee.

(Board member Gonzalo Cuervo arrived and joined the meeting)

Laura Marlane went through a list of 11 possible ways to deal with the cuts, all of which are awful, and some of which require union agreement to implement. They include, among others, gutting the book budget, amending the pension and health coverage of the staff, closing the libraries for up to 9 weeks, rolling layoffs, cutting library work hours. If the cuts are not rescinded the Board will have to decided upon a combination of these approaches to reduce our budget.

The list was given to Karen MacAninch, the union business agent for the staff to discuss at their meetings.

12. Executive session

Christian Caldarone moved that the meeting go into executive session pursuant to RIGL 42-46-5(a)(2). Dale Gorton seconded the motion. Voting in favor Yamil Baez, David Berman, Christian Caldarone, Kai Cameron, Elena Chiaradio, Gonzalo Cuervo, Joan Dagle, Deborah Del Gais, Dale Gorton, Althea Graves, Ann Keefe, Linda Kushner, Matthew Lawrence, Mark McKenney, Marcus Mitchell, Sandy Oliviera, Patricia Raub, Deborah Schimberg, Cyndie Wilmot, and Ken Wise.

Opposed none. Abstaining none. The motion passed unanimously.

(Patricia Raub left the meeting.)

Discussion of the difficult alternatives available to reduce our budget if the City cuts are not restored.

Deborah Schimberg moved that the Board authorize Director Laura Marlane to enter into discussions with the union over possible changes to the 401k contribution, and employee health insurance contributions and on any other changes in work schedules which might be needed to meet the budget cuts imposed by the City which would require union agreement for implementation. The motion was seconded By Mark McKenney and after discussion passed unanimously.

The board decided to schedule an executive meeting pursuant to RIGL 42-46-5(a)(2) of the full Board on Wednesday, May 30, 2012 to continue the discussion of actions to be taken in the face of the City's budget cuts.

Anne Keefe moved that the meeting return to public session. Dale Gorton seconded the motion. Voting in favor: Dale Gorton seconded the motion. Voting in favor Yamil Baez, David Berman, Christian Caldarone, Kai Cameron, Elena Chiaradio, Gonzalo Cuervo. Joan Dagle, Deborah Del Gais, Dale Gorton, Althea Graves, Ann Keefe, Linda Kushner, Matthew Lawrence, Mark McKenney, Marcus Mitchell, Sandy Oliviera, Deborah Schimberg, Cyndie Wilmot, and Ken Wise. Opposed none. Abstaining none. The motion passed unanimously. The meeting returned to public session.

12. Adjournment

Joan Dagle moved and Linda Kushner seconded that the meeting adjourn. The motion passed unanimously. The meeting adjourned 8:15

Respectfully submitted,

Linda J. Kushner
Secretary