

PROVIDENCE COMMUNITY LIBRARY
VIRTUAL BOARD MEETING MINUTES
JULY 20, 2020
6:00-7:30 PM

PCL July Board meeting called to order at 6:02 pm by Patricia Raub, Board President

Roll Call

Members Present:

Tony Aguilar, Anita Bench, Kendra Brewster, Joan Dagle, Deb Del Gais, Andre Herrera, Rochelle Lee, Joseph Morra*, Patricia Raub, Zachary Weinberger, Cyndi Wilmot, Lynn Zagoudis-Eastridge
12 members

*Joseph Morra joined the meeting at 6:05 pm

Members Absent:

Avital Chatto, Jordan Day, Jean Lamb, Paige Raposa, Ellen Schwartz, Pam Vogel and Gregory Waksmulski

7 members

12 members present made a quorum

PCL Staff Present:

Cheryl Space, Sue Gibbs, Michael Bordonaro, Amy Rosa and Mr. Kevin, Sara Huber

July Mission Moment:

Amy Rosa, Library Manager and Children Librarian, Mr. Kevin from Washington Park, (WP), highlighted the library's summer learning programs begun upon WP's re-opening in July.

WP offers outdoor programs every day, including: *Maker's Box Recycled*, a youth program with Cathren Housley, who teaches art; an outdoor chess club, the Queer Umbrella Club, (LGBQ support group, 12-20 yrs.), and CV-19 adapted, Young Makers program led by library staff.

Kevin described WP's library readers and theatre program, (literacy for youth theatre), the Mystery Bag Monday program, (a critical thinking project), and how their library crafts program ties into the books and other activities at WP.

Approval of June 2020 Board Minutes:

Both Amy and Kevin were excited and thrilled about the response to WP's summer programs.

Discussion of PCL June 2020 Board minutes included the following corrections to the Board minutes:

Joan Dagle –make corrections to reflect Gregory Waksmulski's abstain vote on April and May Board minutes.

Joan Dagle –make corrections to reflect Paige Raposa's abstain vote on May PCL minutes.

Joseph Morra – make corrections on page 3, top of the page, line 1, to say, "PCL youth services will prepare 8,000 reading kits"; delete "United Way".

Zachary Weinberger—correct spelling of Zachary’s name in the Fund Development Report of the minutes.

Motion to Approve June 2020 PCL Board Meeting Minutes:

Joan Dagle motioned to approve the June 2020 Board minutes with the above corrections.
Lynn Zagoudis-Eastridge seconded the motion.

Yes	9	No	0	Abstained	3	Total votes:	12
						(Brewster, Herrera, Wilmot)	

July Board President Report:

Patricia spoke about upcoming Governance Committee plans to identify Board prospects, seek input from Board members on Board positions of interest, suggestions for Board and Committee members to enhance Board skill sets, expand diversity and Board capacity

Governance Committee (August 6th), will prepare a Board survey for member to share their interest in new Board positions, Committees, other volunteer roles; suggestions to recruit people connected to specific voices such as Providence Schools, legal, human services, fund development etc.

There is no PCL Board meeting in August.

Patricia discussed plans for PCL’s Annual Board meeting in September. Members will likely have a short business meeting preceding the Annual meeting.

PCL’s current fiscal year began on July 1, 2020, with reliance upon the Council’s proposal to proceed at 2019 level funding, pending passage of RI and city fiscal budgets.

If the budget impasse is resolved, the Executive Committee will meet with fiscal staff to review and prepare an updated fiscal year budget for Board review and votes.

July Executive Director’s Report

Programs and Events, Operating Projects

- Cheryl thanked the board for inviting Amy and Kevin from Washington Park to present and commended each for an excellent presentation and their commitment to Washington Park Library and its’ community members
- Phase 2 re-opening of PCL libraries in July went very well at each library
- Doing outdoor tents at most every library
- PVD Young Makers camps for middle school students at Olneyville and Wanskuck libraries; reports from Francesca indicate YM’s camp has been well received
- Update on CV-19 Protocols PCL is following: every library has a full time Safety Ambassador to help manage traffic and welcome tables
- All libraries have a welcome table – face masks are required and available as well as hand sanitizer

- Safety Ambassadors help patrons understand library rules and safety requirements, provide orientation and guidance information
- Browsing areas in each library except Knight Memorial which does have a youth browsing section and any adult materials will be retrieved by library staff
- The 8,000 bags of youth reading materials available to pick up has been well received, (now completing week five)
- As mentioned, Inside Out PVD's Young Makers Camp is going well. The camp's STEAM materials, (grades 6-8), is rapidly going out. Great materials can be seen on PVD's website and the program is an outdoor youth activity at Washington Park
- 19 high school interns from the Office of Economic Opportunity Intern Program are doing completely virtual internships run by PCL and partner PVD youth staffs. The program is online, taught several hours each day and students are learning, creating, designing and building up their STEAM skills and knowledge
- David Sock continues to work with the contractors installing PCL's Wi-Fi extension project. Installation at all nine libraries is on track
- David Sock continues to work hard to get computer labs, library areas fitted for safety glass and completing other improvements so that all computer labs can be used

Personnel

- Stephanie Blankenship, Systems Coordinator at Rochambeau moved on to become Library Director at North Providence Union Free Library. Rochambeau's youth services coordinator will act as lead until Rochambeau's systems coordinator position is filled

Board Comments & Questions

Patricia complimented Cheryl and staff on updated graphics for webpage materials PCL sends out

Cheryl discussed how PCL has been updating PCL's materials such as the logo; Janet has been instrumental in making improvements

Debbie asked about GED program adjustments this past semester. All GED programs were modified to accommodate student instruction during the CV-19 closing. Because enrollment declined to nearly 50 students, overall results were mixed. Some did finish their GED class.

To support PCL's Spanish speaking GED programs, Cheryl applied for an IMLS grant; she expects to hear from the funder in August.

Andre asked for an update on the computer labs. Once David completes the Wi-fi project and safety installations completed, all computer labs will open.

July Board Finance Committee Report

Sue provided an overview of *PCL's period ending June 30th* finances, (see July board package).

Presentation on July Finance Committee Report included:

- PCL’s period ending June 30th financial statement not likely to change much when financials are completed
- Revenue actual to budget will come to close to 97%
- PCL had a successful spring appeal, donor revenue rose significantly last month
- PCL received \$8,500 legislative grant from the Senate
- Salaries came in at about 100% of the annual budget
- Health insurance rose slightly for the year
- PCL’s expanded Wi-Fi access project increased insurance costs. Necessary cyber security insurance added to PCL’s policy, (est. \$5k)
- Saved a little in program expenses for the year
- Budget line for CV-19 expenses include cleaning supplies , (\$33k) and 80 plexi-glass stands built by Heritage Restoration, (\$30K)
- Spending on CV-19 cleaning supplies and safety glass is about \$63k
- Est. 2019-20 financials indicate a \$38,000 shortfall; a figure less than anticipated

Board Comments/Questions

Deb asked about the status of the Cares Act loan/grant. Discussion followed.

Motion to Approve July 2020 PCL Finance Committee Report:

Motion:

Deb Del Gais motioned to accept July Board Meeting Financial Report and Lynn Zagoudis-Eastridge seconded the motion.

Yes: 12 No 0 Abstain 0 Total votes: 12 (unanimous)

July Development Committee Report

Michael Bordonaro and Zachary Weinberger

Michael gave an update on PCL’s 2020 Spring Appeal. Donations to date totals \$27,489 from 423 donors and 225 are giving for the first time. Returning donors increased. Donations included many thoughtful comments and giving stories. Another success is Michael is learning more about the people who donate to PCL.

Michael attended a communications audit by led Tom Ahern, a renowned communications writer. Only five organizations were selected. In a live virtual event, PCL’s materials were audited by Tom and all PCL materials received exceptional ratings.

Board Comments & Questions

Cyndi asked for last year compared to this year donation figures. Sue provided the information: individual donations: last year \$104,000; this year, \$143,000; foundation grants: last year \$57,500; this year is \$72,000; legislative grants: last year was \$12,500 and this year \$23,500 and corporate donations: last year was \$9,025, this year is \$6,000.

Zachary did not add to Michael’s report.

July Governance Committee Report

Joan discussed proposals on board composition, board size and the general findings of PCL’s Board survey prepared by the Governance Committee. This will be the second Board discussion on the Committee’s suggested By-Laws changes.

Discussion and Vote: Proposed Amendments to the By-Laws Change to be Effective Sept. 2021

Selection III: Board of Directors

5. With the exception of the mayoral staff representative whose term shall be determined by the Mayor, [t]he term shall consist of 2 years for a maximum of 5 consecutive terms.

6. If a sitting board member is elected as an officer, he or she shall be allowed to serve in that position according to the provisions in IV. 2 even if so doing extends the length of service beyond the provision in III.5.

7. At the conclusion of his or her term as President, the outgoing President may elect to extend his or her service on the board as Past President for one additional year.

Motion: (requires a 2/3 vote to approve)

Zachary Weinberger motioned to accept changes to PCL By-Laws, Section 3 and Tony Aguilar seconded the motion.

Yes: 11 No 0 Abstain 1 Total votes: 12 (unanimous)
(Lee)

Section IV. Officers

2. Elected officers will serve a term of 2 years for a maximum of 2 consecutive full terms as officers.

***** OR *****

2. Elected officers will serve one non-renewable term of 3 years.

Motion to Approve proposed change to Section 4 of the By Laws, Board Officer Terms, to a term of two years for a maximum of 2 consecutive full terms as officers.

Motion: (requires a 2/3 vote to approve)

Zachary Weinberger motioned to accept changes to PCL By-Laws, Section 4 and Tony Aguilar seconded the motion.

Yes: 10 No 1 Abstain 1 Total votes: 12
(Lee)

Current By Laws remain in effect until PCL’s 2021 Annual meeting.

Board Comments & Questions

Lynn: How will board rotation be addressed to prevent turnover that is disruptive? Over the next year, the Governance Committee will review the rotation of current Board terms to avoid significant turnover in 2021.

Other July Governance Committee Topics Discussed:

Governance Committee is reviewing two Board Committees, the Facilities and Program Committees. Over the next months, the mission of these board committees will be studied and progress and or Committee recommendations will be presented at October Board meeting.

Patricia announced 2020 nominations for Board approval at the Annual meeting: President, (Patricia Raub), Vice President, (Tony Aguilar), Secretary (Rochelle Lee) and Treasurer*, (Pam Vogel – effective Jan 2021*. Ellen would transition out as Treasurer in December instead of September. This approach allows Ellen to work with Pam and Sue to prepare PCL's 2020 financial audit. Pam agrees with this transition strategy.

Facilities July Committee Report

Deb reported that the bid documents for the electrical and fire renovations at Knight Memorial Library are near complete. After months of delay, the bid documents should be ready which, in turn, enables PCL to solicit cost proposals.

Public Comment

None

Motion to Adjourn

Zachary Weinberger motioned to adjourn the meeting; Tony Aguilar seconded the motion.

Vote: 12 yes 0 no 0 abstained

Total votes: 12

PCL June Board meeting adjourned at 7:45 pm by Patricia Raub, Board President