

Providence Community Library

Board of Directors Minutes

October 21, 2009

(These minutes are subject to correction at the November 16th meeting of the Board)

The meeting was held in the community room of the Smith Hill Library, 31 Candace Street in Providence, at 5:45pm.

1. Welcome and Call to order

The meeting was called to order by PCL Vice President Patricia Raub at 6:05 pm. Patricia welcomed all board members, staff and public to the meeting.

Secretary Linda Kushner took a roll call of the board members, noting that 14 trustees were present and there was a quorum.

Present: Christian Caldarone, Dale Gorton, Althea Graves, Alan Gunther, Owen Johnson, Peter Karczmar, Linda Kushner, Rochelle Lee, Marcus Mitchell, Alix Ogden, Patricia Raub, Maureen Romans, Ellen Schwartz, Ken Wise.

Mark McKenney joined the meeting at 6:45pm.

Absent: Gilda Hernandez. Anne Keefe, Sharon Simpson

2. Correction of minutes from 9/21/09

There being no corrections to the minutes from September, Linda Kushner moved to accept the minutes of 9/21/09. Patricia Raub seconded. All voted in favor to accept the minutes without corrections.

3. 2nd presentations of PCL by-laws amendments

Linda Kushner presented the following amendments to the PCL by-laws for the second time:

- Four board members shall be public appointments, two from the Providence City Council and two from the Mayor.
- EXECUTIVE COMMITTEE: The officers, the mayor's staff appointee and the chairs of the Facilities, Personnel, Development, Finance and Friends Committee shall serve as the Executive Committee.
- The Chair of the Board shall appoint members to the Finance, Development, Personnel, and Facilities Committees and such ad hoc committees as are needed.
- 80% of board members must live in the city of Providence
- Meeting agendas shall be provided at least 2 days in advance

Marcus Mitchell moved to accept the amendments, Alix Ogden seconded, the motion to amend the by-laws passed unanimously.

4. Executive Director's Report

Executive Director Ann Robinson reported that two full-time custodians have been hired and will start work on November 1st, reporting to Mike Nickerson. This brings us to a full staff of 64.

The state Application for Tax-Based Grant-in-Aid has been completed, as well as the Disaster and Preservation Planning Certification of Compliance. Laura Marlane has compiled an updated disaster and preservation plan using the PPL plan as a guide. She will be attending a disaster planning and preservation workshop and will begin to fill out the d-plan template for PCL.

The Mt. Pleasant Library will be open from 10-6 on Saturdays beginning November 1. In order for the Mt. Pleasant staff to complete their off-desk work, the library will be open from 12 - 6 on Wednesdays. This change is because we need two extra "unique hours" to meet the state requirements for the Providence library system.

Marcus, Laura and Ann attended the Providence School's "**Read With Us!**" kick off program at Juanita Sanchez School a few weeks ago. PCL is joining with the Providence schools in encouraging all Providence citizens to participate by reading a book from a list of recommended titles and then reviewing the book online. Links to the reading list and the survey have been posted on our web site. The goal is for citizens to provide input into the selection of books for students to read at different grade levels.

Marcus and Ann spoke to a good sized group at the Friends of Fox Point Annual Meeting last Tuesday night.

Ann attended the R.I. Council for the Humanities "Celebration of the Humanities" at Johnson & Wales on Monday night with Steve Kumins and Sue Gibbs.

The Friends of Mt. Pleasant have asked Ann to speak next Monday night at their Annual Meeting.

We are in the process of setting up meetings with local community groups and organizations to provide information about the neighborhood libraries.

Ann and Laura will meet with each library's staff for one hour each over the next few weeks to discuss any issues, needs or new ideas. We will have these types of meetings two times a year.

Rochambeau Library has started two new programs geared towards school age children. Game Zone meets on Tuesdays and the Manga and Anime Club meets every Thursday.

PASA (Providence After School Alliance) - Rochambeau and Smith Hill Libraries are participating in the PASA program that provides for high quality after school programs. Rochambeau's program is called "Arts Start" and meets every Tuesday and Thursday after school for thirteen weeks. "Arts Start" provides the library with a local artist who works with students in multiple mediums on teamwork projects ending in a group project. Smith Hill's program is called "Read and Rap" during which students read, rap, and write poetry ending with the publication of the annual Smith Hill poetry book.

Five Providence College students are volunteering at Smith Hill and Wanskuck Libraries. David Dvorchak is in the process of placing two Johnson & Wales students, one at Fox Point and another at Washington Park. Another two students from Johnson & Wales are interested in volunteering. Job postings are also at RIC, Brown and RISD.

The opening of the first *After School Advantage* Computer Labs, donated by *GTECH Corporation*, is scheduled for October 29 at 3:30 at Wanskuck Library. All are invited to attend.

A staff brunch will be held on Friday, October 30 at Rochambeau from 9:30-11:30. Board members are invited to arrive at 10:30 after the Staff Meeting. Costumes are optional.

Ellen Schwartz moved to accept the new Mt Pleasant Library hours, Linda Kushner seconded the motion passed unanimously.

Althea Graves moved to accept the Executive Director's report, Patricia Raub seconded, the motion passed unanimously.

Development Director's Report

Steve Kumins noted that a 2,400+ piece mailing was just sent out a week ago and \$5,000 in donations has come back so far. Despite this, we still need names and addresses of potential donors, so board members are encouraged to pass any along.

We've received a total of \$45,000 in donations since July 1st. Of that, \$25,000 has come from the Rhode Island Foundation as well as \$10,000 from a major donor.

On a somewhat sad note, Sandy Oliveira of the Fox Point Library lost her husband on October 8th and chose to designate the PCL to receive memorial contributions, and we have received numerous ones so far.

A gala event fundraiser is being planned for February.

Patricia Raub noted that the Friends have paid off their t-shirt bill and any future profits from t-shirt sales will go directly to the PCL.

5. Treasurer's Report

Ellen Schwartz distributed a financial statement as of September 30th, 2009. We've received a total of \$843,729 from the city so far, with more on the way. She noted that we've received 18% of our income and have spent 19% of our budget. There have been no surprises yet and everything is going according to plan.

6. Facilities Report (Business Director)

Rochelle Lee noted that the Facilities Committee met for that first time on October 14th. There was also a walk-through of all the libraries with Alan Sepe to identify any immediate repairs that need to be done. Top priorities are the roofs at Knight Memorial, Wanskuck and Smith Hill. Knight has parking lot issues which need to be addressed, as well as window breakages at South Providence. As far as contracting out for repair work and improvements, we would like to go with local vendors.

It was noted that the city needs to own the library buildings before Champlin grant money can be used for improvements. Alix Ogden reported that building negotiations between the City and PPL are being held up pending a resolution to PPL's claim that they are owed money from the city for last year.

Linda Kushner expressed concern over PCL inability because of ownership issues to be able to address roof problems at the Wanskuck and Smith Hill libraries. Continuing to ignore these problems could lead to irreparable damage that would place library operations in peril.

7. Personnel Report

Patricia Raub reported that the Personnel Committee has reviewed the PPL handbook to make sure that it is in line with the union contract and to see if they want to add, revise, or delete any sections. They will report on their progress at the next board meeting.

8. Friends Report

Maureen Romans announced that the Friends Committee met twice in October and will meet again on November 9th. They are currently working on a guide which details the roles and relationships between the Executive Director, staff trustees and the friends groups. Such a policy is recommended by the Office of Library Services. A draft chart was distributed.

The Friends Committee is also working to help Olneyville and Washington Park to develop friends groups.

9. New Business

No new business.

10. Announcements

Marcus Mitchell noted the sad passing of Tony Oliveira on October 8th, 2009 and Linda Kushner moved a Resolution of Appreciation and Condolence

“Whereas Sandy Oliveira, the long term clerk and "soul" of the Fox Point Library recently suffered the loss of her beloved husband Anthony Oliveira, and

Whereas, notwithstanding this terrible loss and the pain of grieving, Sandy Oliveira thought of the needs of the Providence Community Library, and asked friends and relatives to remember Tony Oliveira by making a donation in his memory to Providence Community Library, and

Whereas, as a result of Sandy Oliveira's thoughts and actions the Providence Community Library has received numerous contributions in the memory of her late husband enabling it better to serve the Providence Community,

Now therefore, the Board of the Providence Community Library wishes to express its great appreciation as well as its sincere condolences to Sandy Oliveira for her great generosity and thoughtfulness even at a time of personal loss.”

The motion was seconded by all and passed unanimously.

Bob **Chiappinelli**, a former longtime Providence Journal reporter, has been recruited as a “press officer”.

The Board congratulated Emily Brown, librarian at Mount Pleasant, on publishing an article entitled “The True Story of Columbus and the Three Little Ships” in the School Library Journal. It has been linked on the PCL’s website as well.

Marcus Mitchell accepted the resignation of Harriet Frank from the PCL Board, caused by her husband’s illness. Despite this hardship, she still wishes to help out on an as-needed basis.

The Smith Hill Friends will be holding a book / bake sale on October 28th from 4-7pm. Donations and volunteers are welcome.

The final Davis Park farmer’s market of the year will be held on Sunday, October 25th from 10-1pm. The PCL Friends will have a table selling t-shirts and handing out brochures.

Knight Memorial Library will have an open house on Saturday, November 14th from 1-3pm. There will be poetry readings and a community medical outreach session.

James Barnes, a professor of architecture at RISD has offered his and his students services in coming up with plans for the library buildings, some of which will be showcased at the Knight Memorial open house.

11. Public Comment

Paul Allio submitted questions and concerns about building utilization, finances, and public relations strategies.

12. Adjournment

Meeting was adjourned at 7:05pm.

Respectfully submitted

Linda J. Kushner

Secretary of the Board