

Providence Community Library
Board of Directors minutes
November 15th, 2010
Knight Memorial Library

1. Welcome and Call to Order

The meeting was called to order at 6:05 pm by Marcus Mitchell. Secretary Linda Kushner took a roll call of the board members, noting that 11 trustees were present at that time making a quorum.

Present: Jim Barnes, Christian Caldarone, Joan Dagle, Dale Gorton, , Linda Kushner, Rochelle Lee, Marcus Mitchell, Patricia Raub, Maureen Romans, Ellen Schwartz, Sharon Simpson, Ken Wise; Joining the meeting later Althea Graves, Alan Gunther and Ann Keefe.

Absent: Owen Johnson, Alix Ogden, Chris Suchmann, Cyndie Wilmot, and Mark McKenney

2. Minutes from October 18th

Joan Dagle noted that her name was misspelled in the Personnel Committee section. With this correction, Chris Caldarone moved that the minutes be accepted. The motion was seconded by Patricia Raub and passed unanimously.

3. Executive Director's Report (Laura Marlane)

See attached report.

4. Development Report (Steve Kumins)

So far, we have received \$10,000 from the Fall General Appeal ; 45 of the respondents are new donors.

We are still working on the Sharpe Challenge ..The Sharpes have been very willing to work with us in order to enable us to meet the goal.

The grant application cycle continues.

Planning for our second annual gala will get underway shortly. It will be held on Friday, March 25th, 2011. On January 29th, 2011 we are planning a smaller, low-ticket fundraiser at AS220.

Althea Graves, Alan Gunther and Ann Keefe joined the meeting.

5. Treasurers Report (Ellen Schwartz)

Ellen Schwartz presented a revised budget which reflects the correct figures for the City and State appropriations. See attached. The difference between our total revenues and total expenses does not reflect the fact that we carried over \$180,200 from the previous year. The 2nd half of the State's appropriation is expected in December.

Linda Kushner moved that the revised budget be accepted. Dale Gorton seconded the motion and after discussion the motion passed unanimously.

Ellen Schwartz presented the financial statement for 5 months (see PCL Income Statement compared with Budget for the Four months ending October 31 2010.) Ken Wise moved that the financial statement be accepted. Althea Graves seconded the motion and after discussion, the motion passed unanimously.

Linda Kushner moved to accept the proposed revised budget, Joan Dagle seconded, motion which passed unanimously

6. Facilities Report (Sue Gibbs)

All of our buildings now have the proper number and type of fire extinguishers. 22 in total were bought and paid for by PCL.

All heating systems have been serviced and brought up to speed for the cold weather.

General "fall cleanups" have been performed - cleaning gutters, replacing lights, carpet cleaning at South Providence and Rochambeau, new exit and emergency lights at Mount Pleasant and a clean out of the back room at Olneyville.

One major undertaking was the replacement of a 15-foot leaking pipe in Knight Memorial's community room which was damaging the wall and floor. Mike and his crew put in a lot of time and effort to replace the pipe, wiring, wall, and bookcases that were affected by years of neglecting this problem.

The Board applauded Mike Nickerson and his maintenance crew, who continue to do an amazing job.

7. Personnel committee (Patricia Raub)

The Employee handbook is finished, and will be sent out for review before next month's board meeting. The committee will be drafting the personnel policies.

The Personnel committee has drafted a BCI Policy for regular volunteers in the library over the age of 18. The policy mirrors the BCI policy already in place for PCL employees. Sharon Simpson moved to accept the BCI policy for volunteers, Sister Ann Keefe seconded, the motion. After discussion the motion passed unanimously..

Holiday closing. In consideration of the great job our staff has done this past year, the Personnel Committee recommended that PCL be closed the whole day before Christmas. (Rather than be open a ½ day as stated in the contract.)

Christian Caldarone moved that the PCL be closed the day before Christmas. Althea Graves seconded the motion. After discussion, the motion passed by a majority vote.

Voting in favor: Jim Barnes, Christian Caldarone, Joan Dagle, Dale Gorton, Althea Graves, Ann Keefe, Linda Kushner, Marcus Mitchell, Patricia Raub, Maureen Romans, Ellen Schwartz, Sharon Simpson, Ken Wise.

Abstaining; Alan Gunther, and Rochelle Lee.

6. Friends Council (Maureen Romans)

All Friends Groups have held informational meetings concerning the state of PCL and the need to have the buildings transferred to the City.

We would like to plan an all-friends celebration in honor of everyone's hard work. Suggestions welcomed

There will be a Friends committee meeting this Wednesday at 4pm.

Fox Point Friends annual meeting is tomorrow night – reps from PPAC, RWPZ, and other groups will be present and talking about activities they can provide to the library.

Smith Hill will be having a holiday bazaar from 10-1 on Dec 4th. Mount Pleasant is holding a Thanksgiving raffle now and will be having a holiday bazaar on Dec 4th from 11-3.

Dale Gorton presented the Board with a petition signed by 78 patrons of the Wanskuck Library calling on PPL to make the needed repairs to the Wanskuck Library. Linda Kushner promised that the petition would be presented to PPL.

7. New Business

There was no new business.

8. Public Comment

No public comment.

9 EXECUTIVE SESSION

Linda Kushner moved that the meeting go into executive session under RIGL 42-46-5(2). Motion was seconded by Althea Graves and passed unanimously.

At 6:55 pm the Board adjourned into closed session.

The Board discussed giving bonuses to certain employees who have taken over the tasks of the Executive director while she is on leave.

Ann Keefe moved that said employees receive a weekly bonus while they are performing these additional tasks. The motion was seconded by Ken Wise, and after discussion, passed by a majority vote.

Voting in favor: Jim Barnes, Christian Caldarone, Joan Dagle, Dale Gorton, Althea Graves, Ann Keefe, Linda Kushner, Rochelle Lee, Marcus Mitchell, Patricia Raub, Maureen Romans, Ellen Schwartz, Ken Wise.

Abstaining; Alan Gunther, Althea Graves and Sharon Simpson

Linda Kushner motioned that the meeting return to public session. The motion was seconded by Ken Wise and passed unanimously.

PUBLIC SESSION

Ann Keefe moved that the meeting adjourn. The motion was seconded by Christian Caldarone and passed unanimously. The meeting adjourned at 7:15.

Respectfully submitted,

Linda Kushner
Secretary