

Providence Community Library

Board of Directors Minutes

November 16, 2009

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

The meeting was held in the community room of the Mount Pleasant Library, 315 Academy Avenue in Providence, at 6:00 pm.

1. Welcome and Call to order

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

Secretary Linda Kushner took a roll call of the board members, noting that 12 trustees were present and there was a quorum.

Present: Christian Caldarone, Althea Graves, Alan Gunther, Anne Keefe, Linda Kushner, Rochelle Lee, Marcus Mitchell, Kara Netmeyr, Patricia Raub, Maureen Romans, Ellen Schwartz, Sharon Simpson.

Owen Johnson, Mark McKenney and Alix Ogden joined the meeting shortly thereafter.

Absent: Dale Gorton, Gilda Hernandez, Peter Karczmar, Ken Wise.

2. Correction of minutes from 10/21/09

There being no corrections to the minutes from October, Marcus Mitchell moved to accept the minutes of 10/21/09. Althea Graves seconded. All voted in favor to accept the minutes without corrections.

3. Executive Director's Report

Deputy Director Laura Marlane presented on behalf of Executive Director Ann Robinson, who has been out sick.

Ann and Laura have met with four out of the nine libraries thus far and will be meeting with the remaining five shortly. These meetings give the directors and staff a chance to raise and address questions and concerns in a more intimate, candid setting.

Staff teams have been formed and will begin meeting shortly. Each team will also select a "chair" who will head the team up. Teams include Adult Collection Development; Developing/Marketing and PR; Outreach and Community Partnering; Adult Services & Programming; Facilities & Security/Safety; Reference service /Collection; Children's/YA Services & Programs; Young Adult Collection Development; Children Collection Development; IT/Webpage; Health & Wellness; and Circulation Service.

A five-year plan is being formulated as required by OLIS to be eligible for state funding. Staff, Board members, community members and Providence College MBA students are being selected to work on this and complete it by June 30, 2010.

A 3-year Technology Plan is being worked on by Laura and the IT staff in order to qualify for E-rate funding that should cover telephone services and future technology upgrades.

We are in the process of setting up meetings with key local community groups and organizations to provide information about the neighborhood libraries and to discuss future collaboration. Ann and Laura met with Francis Smith at the Smith Hill CDC and will visit the Silver Lake Community Center tomorrow. Patricia, Laura and Dave Dvorchak will meet with Councilman Igliazzi. PCL will be sending deposit collections to Silver Lake.

Four Johnson & Wales students have been placed at Fox Point, Washington Park, Olneyville, and Mt Pleasant. Five PC students are volunteering at Smith Hill and Wanskuck Libraries. These students help with homework and tutoring after school.

A Holiday Brunch will be held on Friday, December 11 at Mt. Pleasant from 9:30-11:30 a.m. Board members are invited to arrive at 10:30 after a brief Staff Meeting.

Development Director's Report

Steve Kumins noted that our General Appeal mailing has been a success. In the first month received 160 amounting to \$14,000. More contributions are expected as people make their end of year charitable donations.

Henry and Peggy Sharpe have issued a \$25,000 "challenge gift". They will match \$25,000 worth of donations of \$1,000 or higher given to PCL before February 9, 2010.

A reception was held on November 12th at the home of Sarah and Jack McConnell to introduce Ann as our Executive Director. It included an appearance from Mayor Cicilline. Another reception is going to be held in mid-December at Laurelmead.

Linda Kushner emphasized that it is still very important for board members to identify and approach people they know who could be potential donors.

4. Treasurer's Report

Ellen Schwartz distributed a financial statement as of November 16th, 2009. She noted that we've received 29% of our income and have spent 25% of our budget.

A Grant for State Aid has been completed and submitted.

The Health and Benefits working group has decided to go with USI as our insurance broker. Also, our BCBSRI rates are expected to increase by only 2%, which is excellent news.

5. Facilities Report (Business Director)

Rochelle Lee noted that the status of building ownership is still unresolved.

Although Facilities explored the possibility of renting space from the Smith Hill CDC to jointly house the administrative offices and tech services, the space, although great, was found to be too expensive. The Executive Committee wishes to pursue purchasing a building for administrative offices and tech services rather than renting space. To this end, Alan Sepe will be contacted in regards to any available City properties and the committee will be looking for available property. If a property was available in Fox Point it could house the Fox Point library as well as the tech and administrative centers.

We are collaborating with RISE to do energy audits of the libraries and look into improvements.

Mount Pleasant is in need of serious electrical updating by the spring, prices are being looked into.

Washington Park urgently needs both gutter and chimney cleanings, which are being addressed.

We are looking into obtaining a server for our computer systems, which would be covered by eRate funding. Appropriate space with proper temperature controls is being looked into.

6. Personnel Report

Patricia Raub reported that the Personnel Committee is making progress on an Employee Manual for the PCL.

The issue of requiring and performing BCI checks on new employees is being discussed with input from the staff and executive board. The Executive Board recommended that BCI checks only be required for employees hired on or after Oct 1, 2009. After discussion concerning the merits of having checks on all employees, the Board rejected this recommendation and asked the personnel Committee to further study this issue and report back at the next board meeting.

Ellen Schwartz moved that the Health and Benefits working group be given the authority to make and act on decisions concerning which carrier PCL will use for health and dental insurance this year. Sister Ann Keefe seconded. The motion passed unanimously.

Ellen Schwartz moved that the Health and Benefits working group be allowed, this year, to make decisions on carriers for a flexible spending plan of up to \$1,500 and a group life insurance policy paired with the long-time disability policy for employees, possibly with AFLAC, if the committee finds them to be economically reasonable. Althea Graves seconded. The motion passed unanimously.

7. Friends Report

Maureen Romans presented a revised chart of the roles and relationships in the PCL between the Executive Director, staff trustees and the friends groups. She also presented a general statement on the policy of the relationship between the friends groups and PCL.

Rochelle Lee moved to accept the roles chart and statement. Mark McKenney seconded. The motion passed unanimously.

Development of Friends groups: Althea Graves, Smith Hill Friends President, will partner with Sharon Simpson, South Providence Friends President, to help expand the South Providence friends group. Olneyville will also be receiving help from Althea and the Smith Hill friends in getting their group off the ground. A group of professors from Rhode Island College have been recruited to start a friends group for Washington Park.

8. New Business

Smith Hill and Mount Pleasant will both be holding Christmas bazaars on December 5th from 10am -2pm.

Mount Pleasant will hold a holiday open house on December 11th from 12:30 – 2:30pm.

South Providence is currently holding a Thanksgiving meal raffle and will be having a bake sale sometime in December.

Owen Johnson has started a Providence chapter of the “Awesome Foundation” which selects one “awesome” idea from many submissions each month and administers a \$1,000 cash grant. Please check it out and spread the word!

<http://blog.awesomefoundation.org/post/213112236/welcome-awesome-foundation-providence>

9. Public Comment

Audrey, from the Mount Pleasant Friends, said that exempting or “grandfathering in” current employees from needing BCI checks is a bad idea and that serious consideration should be given to what the policy is going to be before going forward.

Karen McAninch stated that as far as PCL staff health and benefits issues are concerned, everything is “status quo” at the present time.

Althea Graves noted that many children who use the computers at Smith Hill feel they do not have enough time allotted to them for computing sessions when doing research and homework. Alan Gunther is aware of the time concern under the new computer management system and is looking into options so that everyone has a generous amount of time in which to do their work.

10. Adjournment

Meeting was adjourned at 7:05pm.

Respectfully submitted

Linda J. Kushner
Secretary of the Board