

PROVIDENCE COMMUNITY LIBRARY
BOARD MEETING MINUTES
NOVEMBER 19, 2020

PCL's November 2020 Board meeting was called to order at 6:03 pm by Patricia Raub, Board President.

Full Board Roster:

Tony Aguilar, Anita Bench, Kendra Brewster, Avital R. Chatto, Joan Dagle, Jordan Day, Deborah Del Gais, Andre Herrera, Caleb Horton, Jean Lamb, Rochelle Lee, Sarah Morenon, Tim Moroz, Joseph Morra, V. Raffini, Paige Raposa, Patricia Raub, Adriana Vargas, Pam Vogel, Zachary Weinberger, Cyndie Wilmot, Lynn Zagoudis-Eastridge

Current Board composition = 22 members

Roll Call

Member(s) Present:

Tony Aguilar, Avital R. Chatto, Joan Dagle, Deborah Del Gais, Andre Herrera, Caleb Horton, Rochelle Lee, Sarah Morenon, Tim Moroz, Joseph Morra, V. Raffini, Paige Raposa, Patricia Raub, Adriana Vargas, Pam Vogel, Zachary Weinberger, Cyndie Wilmot

Total 17 members present

*Joseph Morra joined the meeting at 6:15 pm

Member(s) Absent:

Anita Bench, Kendra Brewster, Jordan Day, Jean Lamb, Lynn Zagoudis-Eastridge

Total 5 members absent

PCL Staff Present:

Michael Bordonaro, Sue Gibbs, Sara Huber, Emily LeMay (KML) and Cheryl Space

Approval of October 2020 PCL Board Minutes:

Discussion of PCL October Board meeting minutes with the following corrections to Board minutes:

Joan Dagle -- Correct vote count for the motion to approve October Board minutes is 15 votes! (2 Board members arrived after the vote)

Cyndie Wilmot -- Correct location name for South Providence Library from Southside Library

Joan Dagle -- Correct to reflect that Jordan is the Board member who asked about the air filters

Motion to Approve October 2020 PCL Board Meeting Minutes:

Patricia called for a vote to approve October 2020 Board Minutes with corrections; the motion to approve was made by Joan Dagle and Tony Aguilar seconded the motion.

VOTE on MOTION

Yes 15 No 0. Abstained 2 Unable to Vote . Total Votes
17

(A. Herrera, T. Moroz)

(Joseph Morra)

Mission Moment:

Patricia announced that PCL staff will be making presentations on three PCL events/programs:

1. Emily LaMay of Knight Memorial Library, (KML), presented a slide show featuring the ***Knightmare on Elmwood Halloween Haunted House*** event held at Knight Memorial Library on October 30th. In total, 76 people attended, (everyone followed CV-19 protocols), and the event lasted for 90 minutes. The event was very well received and plans are to repeat this event at KML next year.

2. Emily described a recent project started at KML referred to as the *Warming Kits Project*, inspired by Melissa, a PCL staff person and colleague of Emily. Knight Memorial Library staff will be collecting blankets, hats, socks, gloves, personal hygiene products and any warm attire and hygiene items for the foreseeable future as winter weather sets in. People in need can get an entire kit of various warm items or just select the warm items they need.

KML library's campaign is just up and running with initial donations coming in to be readied for distribution. Emily asked Board members to donate warm items that are clean and in good condition, if not new.

Board Comments and Questions

Tony Aguilar volunteered to post the project information on social media. Emily will provide a project description with contact information for Tony and others to circulate.

Cyndi Wilmot asked if donations can be made with donated funds. Sue stated PCL is able to accept cash donations as long as it is earmarked as a gift to KML's, *Warming Kits Project*.

3. Joseph Morra presented a slide show featuring **PCL's Neighborhood Comics Fest**, an outdoor event held on November 7, 2020 from 1:30-5pm. Staff from three libraries, Mt. Pleasant, Olneyville and Washington Park, collaborated to organize this event, the brainchild of two librarians, Emily LaMay and Sarah Gluck, (now a former PCL staffer). Together, they organized the first Neighborhood Comics Fest, approximately five years ago.

PCL's **Neighborhood Comics Fest** attracts families and people of all ages and this year's theme featured aspects of the Hunger Games series.

Organized in three sessions, participants enjoyed games, a photo booth, designed t-shirts, participated in storytelling activities, enjoyed making candy sushi, creating objects from clay and had fun with PCL staff in costume. Approximately 25 participants enjoyed the event.

Garrett from Mt. Pleasant, Amy & Kevin from Washington Park and Joseph from Olneyville staffed the activity sessions.

Neighborhood hero, Representative-elect David Morales dressed as Spiderman and Director Cheryl Space spent time at the event as well which the event staff greatly appreciated.

As in past years, **Neighborhood Comics Fest** was well received. It was a time for community building and sharing enjoyment in the face of the myriad of challenges families today are managing.

Joseph mentioned he hopes next year all PCL libraries will participate in PCL's **Neighborhood Comics Fest**, (typically coincides with the dates of RI's Comic Con event).

President's Report:

Patricia congratulated the presenters and thanked them for their work and efforts on behalf of PCL.

Patricia introduced Tim Moroz who is a new board member representing Rochambeau Friends. Tim is a pastor at a small church in Providence as well as an adjunct professor at a university in Virginia. Board members welcomed Tim to the Board.

Finance Committee Report:

Sue Gibbs, CFO of PCL, discussed PCL's October 31, 2020 financials which are still subject to change subject to additional affirmation on revenue sources from the City and the State. Pam Vogel has stepped in as PCL's new Board Treasurer and has been working with Sue on PCL's financials.

Major highlights of Sue's presentation include:

A copy of the budget report for the past three quarters through October 31st is in the board package.

Budget notes highlighted by Sue included a reminder that PCL's \$610k SBA loan is recognized in PCL's 2021 fiscal year which began in July 2020.

Sue also reminded members that revenues from the City and State are not yet firm, pending passage of FY budgets.

Total expenses through October is 32% of the FY 2021 budget which is on track;

Personnel expense is 31%, which also is on track;

Collection management services are below budget because collection management operations shifted during the Spring with both staff and location changes. That line item is under budget but will align with budget expectations in a few months;

Program expenses overall are down, generally the consequence of fewer expenses during the pandemic.

Sue discussed the Committee's request for a Board vote to approve PCL's 2020-21 Annual Budget. Many of the major budget items were discussed at the October Board meeting.

A new line item for CV-19 expenses, (\$60k as budgeted), was added to PCL's 2020-21 budget expenses.

PCL's \$60k grant from the Cares Act to expand Wi-Fi access to library patrons and community members in the immediate area of library locations. Library patrons and area residents are very pleased with this added access to technology.

PCL's Wi-Fi project was completed for \$63k.

Pam Vogel asked that a Board vote on PCL's FY 2020-21 budget be included on the December Board meeting agenda.

Board Comments & Questions

No further discussion

Motion to Approve October 31, 2020 PCL Finance Committee Report:

Pam Vogel, Board Treasurer, motioned to approve PCL's October 31, 2020 Financial Statement. Zachary Weinberger seconded the motion.

VOTE on MOTION

Yes 17* No 0. Abstained _____ Unable to Vote _____. Total Votes 17
(Joseph Morra joined the meeting prior to the motion)

PCL Year Ending 2019-2020 Audit Report:

Sue discussed the audit report and how it is prepared. PCL is working with a new audit firm this year and preparing the audit went smoothly.

Sue discussed PCL's Statement of Activities, (p. 4), for the year ending which is a summary of current and prior year financials. The audit includes comprehensive information The findings of PCL's audit report are fairly stated with the auditor's Unqualified Opinion.

Board Comments & Questions

Tony Aguilar asked about the year ending line item for fund development; discussion followed.

Motion to Approve PCL Year Ending 2019-2020 Audit Report:

Pam Vogel, Board Treasurer, motioned to approve PCL's October 31, 2020 Financial Statement. Zachary Weinberger seconded the motion.

VOTE on MOTION

Yes 17* No 0. Abstained _____ Unable to Vote _____. Total Votes 17

Executive Director's Report:

Cheryl echoed Patricia's comments regarding PCL's, *African American History in Providence*, series and how it was well received. PCL is exploring ways to keep this lecture series going in the future.

Cheryl highlighted recent news and activities, not included in November's Executive Director's Report, (see Board package). An overview of Cheryl's comments include:

Air Quality and Building Ventilation - Cheryl reported that all HEPA air purifier filters are located in each library, all placed in high density locations, (circulation desks, computer labs). The system in place appears to be working as well as expected.

The walk-through with a professional air quality company of every library is complete and their findings report will be ready within weeks.

PCL Staffing

Staff were given the week of Thanksgiving off and it was joyously received by staff. Cheryl thanked Board members for their support of her leadership and for supporting PCL staff who were in need of rest and recovery from stress.

Other Updates

Coats for Kids - Judane Ha and Cheryl are working on a project to provide youth in need with warm coats. They are completing a plan for gathering coats.

A NY Times reporter working on an article featuring outdoor activities during the pandemic stopped by Washington Park Library and took photographs of young patrons participating in an outdoor event. Pictures of Washington Park in action might be published in the near future.

Board Comments & Questions

Deborah Del Gais - asked when the photographer came by Washington Park and a brief discussion followed.

Debrah Del Gais - thanked Cheryl and PCL staff for the hard work and was pleased that PCL were given the week of Thanksgiving off. Deborah spoke on behalf of the entire Board.

Tony Aguilar - asked about warming lamps and discussion followed.

Tony Aguilar - suggested that staff explore corporate and retail donations to secure donations of warm clothing for the Coats for Kids project. Discussion followed.

Adriana Vargas - works with the *Warm Hands, Warm Hearts*, program at the Hillside Center which provides needy families with donations of gloves and hats. Usually over 300 families participate each year.

Adriana Vargas will ask organizers of NHP's, *Warm Hands, Warm Hearts*, to contact PCL to further explore ways to work together.

Andre Herrera greeted Adriana welcoming her as a new PCL board member.

Fund Development Committee Report

Michael Bordonaro spoke about the work being carried out in fundraising. PCL is entering the busiest time of the year for fundraising.

Highlights of his discussion include:

PCL's year fall appeal letters are close to ready for mailing. Everyone will get an English and Spanish version of the letter. Each donor will receive a bookplate and have the opportunity to choose a library book to place their personal bookplate. This approach enables PCL to thank every donor, regardless of the amount of their donation.

Also increases engagement with our various libraries. (est. 10% may accept the offer and place their customized bookplate in their book of choice). People can also call in their chosen book and staff will place their bookplate into the book.

Michael spoke about PCL's Giving Tuesday, (Dec. 1st), plans. Discussion followed. Goal is \$5k and for 10% of donors make their gift a recurring gift.

PCL's Jeep raffle is progressing. Tickets are being prepared for the Jeep raffle and all approvals needed to print tickets will be completed in time for Jeep raffle ticket sales to begin soon. in the month.

Board Comments & Questions

Tony Aguilar - asked about the progress on a flyer for the Jeep raffle. Discussion followed.

Sara Morenon - asked about the % of fees donors pay when donors give electronically. Discussion followed.

Marketing & Advocacy Committee Report:

Board Comments & Questions

Cyndie Wilmot - noted an editing correction needed in the Marketing & Advocacy Committee Report. Correction will be made. Discussion followed.

Facilities Committee Report:

Board Comments & Questions

Cyndie Wilmot - asked about the status of repairs on the HVAC unit for Rochambeau Library serving the Children's room detailed in the Facilities Committee report for November.

Work to complete building improvements is finally underway, with work crews and library staff following strict safety protocols. Discussion followed.

Deb Del Gais - asked about the results of the air quality tests done in libraries by PCL's consultants. Cheryl reported that all have adequate ventilation for safety . Discussion followed.

2021 Board Meeting Schedule

Patricia asked Board members to review the proposed meeting schedule for 2021. Discussion followed. (see Board package)

Motion to Approve PCL 2021 Board Meeting Schedule:

Tony Aguilar motioned to approve PCL's 2021 Board meeting schedule. Zachary Weinberger seconded the motion.

VOTE on MOTION

Yes 17 No 0 . Abstained 0 Unable to Vote 0 . Total Votes 17

Public Comment: None

Motion to Adjourn

Tony Aguilar motioned to adjourn the meeting; Deb Del Gais seconded the motion.

With no objection, the Board meeting was adjourned at 7:25 pm by Patricia Raub, Board President.