

**Providence Community Library**  
**Board of Directors Meeting**  
**Monday, November 18, 2019**  
**Rochambeau Library, Community Room, 6pm-7:34pm**

**Welcome and Call to Order:** Patricia Raub called the meeting to order at 6:07pm with 12 board members present.

Members Present: Tony Aguilar, Anita Bench, Kendra Brewster, Avital Chatto, Joan Dagle, Deborah Del Gais, André Herrera, Joseph Morra, Patricia Raub, Pam Vogel, and Lynn Zagoudis-Eastridge, and Cyndie Wilmot

Members Absent: Rochelle Lee, Paige Raposa, Ellen Schwartz, Gregory Waksmulski, and Zachary Weinberger.

Late Arrivals: Jordan Day arrived at 6:40pm bringing the member count to 13.

Early Departures: none

**Minutes:** Pam Vogel made a motion to approve the minutes from October 21, 2019, with the following correction: In the Report on Narragansett Library, the final sentence was changed from “Deborah Del Gais reported that the building has been sold to developers” to “Deborah Del Gais reported that the sale of the building is being contested.”

Avital Chatto seconded the motion. Vote to approve as corrected: 11-0-1. Kendra Brewster abstained.

**Mission Moment:** Joseph Morra spoke about the Neighborhood Comics Fest held at Mount Pleasant Library on November 2 and co-sponsored by Olneyville Library. He noted that it engaged adults as well as their children and provided opportunities for older youngsters to mentor younger ones, giving them “the opportunity to shine and empower them to become leaders within their own circles.”

**President’s Report:** Patricia Raub introduced new board members Anita Bench, representing South Providence Library, and Lynn Zagoudis-Eastridge, representing Smith Hill Library.

Patricia commended Michelle Novello and Carolina Briones for successfully hosting the Feria del Libro y Artes de Providence (Latino Book & Arts Fair).

**Director's Report:**

- Cheryl Space informed the Board that she has hired Stephanie Blankenship as Systems Coordinator at Rochambeau Library.
- Cheryl also praised Michelle Novello and Carolina Briones for their work with the Latino Book & Arts Fair.
- Cheryl announced that PCL has instituted a "Shout Out" e-newsletter to highlight people, achievements, and upcoming events at PCL.
- PCL held its first staff outing at Breaktime Bowling recently. PCL paid for the lanes and created "Mini Bowling Trophies." She believes it is a great way for employees to get to know each other and foster camaraderie.
- PVD Young Makers: The City funding ends in June 2020 and PCL needs to create a plan in order to continue the program. It is a critical program that is creating leaders of the future. Based upon their expertise/knowledge, the student interns earn monthly stipends of \$100 for beginners, \$200 for mid-level instructors, and \$400 for advanced leaders.

**Finance Committee Report:** Sue Gibbs presented the Income Statement ending October 31, 2019. She noted that there was a \$53K deficit at the end of last month. Joan Dagle asked if it is normal to have this kind of fund shortage at this time of year. Sue Gibbs responded that it is partly due to the fact that salary totals are higher than expected because we have more staff with several positions now filled. She also announced that the new auditor will be starting this week.

Avital Chatto made a motion to approve the Income Statement. Deborah Del Gais, seconded. By unanimous vote, the motion was approved, 13-0-0

**Development Committee Report:** Michael Bordonaro noted that on December 14, PCL will host a "Drag Queen Story Time" at The Graduate Hotel. Pam Vogel asked about the location for "Over the Edge" and Michael said he is still waiting to hear from the PVD Fest committee. Deborah Del Gais questioned Michael's abbreviation system for donors, which was explained. Deborah also asked if the non-donors are part of a mailing list. Michael Bordonaro said that they are part of a list, but he plans to rent a larger donor list for 2020. Michael reported he is working on various Foundation and Grants grant applications.

Patricia Raub reminded all board members to make a donation to PCL this year as we expect 100% board participation.

**Marketing & Advocacy Committee:** Tony Aguilar presented and distributed the Partnership Brochure designed by members of the Marketing & Advocacy Committee. Anyone at PCL may use it to attract new partners, collaborators, donors, and inform people about Providence Community Library.

**Other Business:**

- Census 2020: Janet gave a presentation on the upcoming U.S. Census and how critical it is to reach everyone in Providence, so we have an accurate and full count. Libraries will be playing a crucial role in encouraging people to participate and in helping people fill out the form.
- December Holiday Party Potluck at Rochambeau Library on Monday, December 16. starting at 5:30 pm. Avital Chatto made a motion to approve, Jordan Day seconded. Unanimous approval, 13-0-0. Pam Vogel will coordinate using the “Potluck App”
- Vote to Approve Electronic Devices & Equipment Policy: André Herrera made a motion to table the vote until the next December 16 Board meeting, and Cyndie Wilmot seconded. Vote: 12-1-0. Jordan Day opposed.

**Executive Committee Report:** The Board voted on the following motion unanimously recommended by the Executive Committee:

“The Board of Trustees has decided to provide two (2) additional paid vacation days and a letter thanking Cheryl Space for her outstanding performance in her first year as Library Director. The letter will be placed in her personnel file.” (The two-day appropriation means to be a single occurrence within a 12-month period, and not in perpetuity.)

Jordan Day made a motion to approve the recommendation, Deborah Del Gais, seconded. The motion was approved, 12-0-1. Voting to abstain: Joseph Morra

**Public Comment:** none

**Adjournment:** Jordan Day made a motion to adjourn, Avital Chatto, seconded. The motion was approved unanimously: 13:0.

The meeting adjourned at 7:34 pm.

Respectfully submitted,

Tony Aguilar  
Vice President  
(Acting Secretary for November and December 2019)