

PCL's DECEMBER 14, 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

Members Present:

Tony Aguilar, Anita Bench, Kendra Brewster, Aital Chatto, Joan Dagle, Jordan Day, Deborah Del Gais, Andre Herrera, Caleb Horton, Rochelle Lee, Sarah Morenon, Joseph Morra*, V. Raffini**, Patricia Raub, Adriana Vargas, Pam Vogel, Zachary Weinberger, Cyndi Wilmot, Lynn Zagoudis-Eastridge

Total Present: 19 members

* Joseph Morra joined at 6:17 pm

** V. Raffini joined at 6:54 pm

Members Absent:

Jean Lamb, Tim Moroz, Paige Raposa

Total Absent: 3 members

PCL Staff Present:

Michael Bordonaro, Sue Glbbs, Sara Huber and Cheryl Space

Guest Staff: none

Meeting Guest: none

Approval of November 2020 Board Minutes:

Discussion of PCL November Board meeting minutes and the Board vote to approve November 2020 Board Minutes. Discussion followed with the following changes:

Joan Dagle/Sue Gibbs - Correct to read, "**the audited Financial Statements from the fiscal year ending June 30, 2020**".

Deb DelGais - Correct spelling is Garrett. Financial report is for fiscal year beginning in July 2020 not 2019.

Joseph Morra - Corrections:

1. "Vote on Motion" section: correct spelling of Andre Herrera's name
2. "Mission Moment" section: correct spelling of Emily LeMay's name
3. "Mission Moment" section: correct spelling of Cyndie Wilmot's name
4. "Mission Moment" section: correct "Hunger Game" to "Hunger Games"
5. "Other Updates" section: correct spelling of Judanne's name

Motion to Approve November 30, 2020 Board Finance Committee Report:

Patricia Raub called for a vote to approve the November 2020 Board Minutes with changes made described above.

Avital Chatto made a motion to approve the November 2020 Board Minutes and Deb Del Gais seconded the motion.

Vote on the Motion

Yes 15* No 0 Abstain 2 Total Votes: 17
(* J. Morra, ** V.Raffini not present) (A. Bench, L. Zagoudis-Eastridge)

Mission Moment:

Patricia spoke about the challenging year it has been for everyone. She commended PCL staff and library patrons for their determination and commitment to overcome countless obstacles and the broad impact of the pandemic on library services, families and the greater community.

Patricia then asked everyone to briefly describe, "what they are grateful for", specific to PCL and our community libraries. After sharing rounds of thanks, kudos, program highlights, staff compliments and appreciation for PCL volunteers and donors, Patricia led everyone in a toast to celebrate PCL 2020 and the new year.

Board President's Report

Patricia reported that the Executive Committee met on December 3, 2020 to review PCL's strategic plan. Some Board Committee chairs met with their committee members prior to the Executive Committee meeting to identify committee goals and direction to take over the next year to 18 months.

Committee chairs and the Executive Committee discussed their Committee recommendations and determined what needed to be incorporated into PCL's updated Strategic Plan. A copy of this document will be ready for Board review, perhaps in January.

Executive Director's Report

Cheryl Space thanked members of the staff and Board for their support both throughout the year and during the Mission Moment. Cheryl also thanked everyone for their compassion and teamwork whenever called upon. Cheryl gave a heartfelt shout out to her administrative team, particularly Sue, Michael, Maria and Sara.

The Director's Report for December is included in the board package so Cheryl discussed only developments since her Director's Report was submitted.

Cheryl announced two new grants that will bolster library resources for patrons:

1. Fab Newport received a \$30k RI Commerce Business Adaption grant that will circulate out of PCL libraries. PCL will be able to loan patrons items such as vinyl cutters, button makers, a sewing machine and four GoPro cameras.

All nine community libraries will get a specialized printer that prints on a variety of surfaces such as ceramic tile and fabric.

2. Another \$15k grant will provide PCL libraries with parts, supplies and materials to restock each library's popular Youth Prototyping Carts.

Cheryl commended Fab Newport for their outstanding work with PCL. It has been a relationship that has grown over the years and has consistently helped to improve PCL's programs.

Cheryl thanked Adrianna Vargas for her help connecting PCL staff working on PCL's Coats for Kids project. Through the, "Warm Hands, Warm Hearts", program of the Neighborhood Health Plan, PCL is in the running to receive between 300-400 coats and winter clothing to distribute from libraries.

Judanne Hamidada submitted a letter requesting donations and so far feedback has been very positive. PCL is waiting for a final decision.

Cheryl gave an overview of library hours of operation for the holiday period and briefly discussed PCL's operating activities during the state's mandated pandemic pauses.

Cheryl also presented a spreadsheet showing the impact of the pandemic pauses on library visitation. Cheryl's spreadsheet covers library visits between Nov 30-Dec 12th. Compared to the same time period in 2019, library visits decreased considerably in some locations, (50% ROC & KML), while one library had only an 8% decrease in library visits.

Overall, library visitation has been impacted by the pandemic but by adapting programs and library services helped keep PCL's library resources reliable and accessible to patrons.

November 30, 2020 Board Finance Committee Report:

PCL's Finance Committee Report discussion was led by Sue Gibbs and Pam Vogel. A copy of the Finance Committee Report is in the Board package. Pam gave a short overview of major financial indicators.

Board discussion followed which included an explanation of the amount of PCL's marketing & publicity expenditures.

Motion to Approve November 30, 2020 Board Finance Committee Report:

Patricia Raub called for a vote to approve the November 30, 2020 Board Finance Committee report.

Pam Vogel made a motion to approve the November 30, 2020 Finance Committee report. Jordan Day seconded the motion.

Vote on the Motion

Yes 15 No 0 Abstain 2 Total Votes: 17
(R. Lee, V.Raffini)

PCL’s 2020-2021 Operating Budget:

Discussion of PCL’s 2020-2021 Operating Budget led by Sue Gibbs and Pam Vogel. (see 20-21 Operating budget in package)

Discussion regarding the status of the State’s FY 2020-2021 budget vote. Passage will enable the City to determine and approve its budget. Then PCL will know the exact amount of funding will come from State and City sources.

PCL’s budgeted amounts for state (\$868k) and city (\$3,995 m) revenues are reliable but they are tentative, pending final confirmation from both funders.

Further discussion by staff and board members followed.

Motion to Approve PCL’s 2020-2021 Operating Budget

Patricia Raub called for a vote to approve PCL’s 2020-2021 Operating Budget as recommended by PCL’s Finance Committee.

Pam Vogel made a motion to, “Review and Vote to approve the tentative FY 2021 budget pending final notice from the State of RI and the City of Providence on their allocations to PCL for FY 2021, as recommended by the Finance Committee”.

Zachary Weinberger seconded the motion.

Vote on the Motion

Yes 19 No 0 Abstain 0 Total Votes: 19

Fund Development Committee Report

Michael Bordonaro led the discussion on PCL's recent fund development activities. Please see the December Fund Development Committee Report in the board package.

Topics discussed included a review of Giving Tuesday, (goal: \$5,000 raised; to date raised \$6,623; average gift - \$67). Focus this year was to increase recurring gifts to PCL. Nineteen people pledged recurring gifts equaling \$234 per month. Over 99% of those new recurring gifts will continue indefinitely. For 2020, all recurring PCL gifts came to \$9,197.00.

Michael also thanked Lynn Zagoudis-Eastridge for her long standing advice that PCL seek to increase PCL's recurring gifts. Her encouragement has helped Michael expand our fund development base and how we work with our donors.

PCL's recurring gifts currently are just under \$500 per month. Michael is raising that goal to \$1,000 per month for FY 2020-2021. Michael shared several ideas for future consideration. Discussion between staff and Board followed.

Lessons learned during Giving Tuesday include using new fundraising software, implementing more use of technology to promote outreach and forming additional or new ideas for board members to consider in support of PCL's fund development efforts.

PCL's 401 Giving Day and Annual Fall Appeal letters were sent and responses to date are encouraging. The Fall Appeal closes at the end of January 2021. This year's Annual Appeal features a bookplate which every donor will receive. Donors can then place their bookplate in a library book of their choice. Michael thanked Joseph Morra for meeting with library managers to explain the bookplate process.

Tickets for the Jeep raffle will be ready within weeks; the drawing will take place on July 1st and tickets are \$20 each and 6 for \$100.

Other December Board Committee Reports

PCL's December Board Package includes reports from Committee Chairs who did not present during the meeting including PCL's Marketing & Advocacy Committee Report, (Tony Aguilar), and the Governance Committee Report, (Joan Dagle).

No December Facilities Committee Report, (Deb Del Gais/Jean Lamb)

Patricia asked if members had any questions or comments about December board materials or additional comments regarding staff or committee presentations or any Board correspondence.

No comments or questions.

Other Board Comments/Questions:

Deb Del Gais explained that several photos Board members received by email are photos of the start of the long awaited, complicated electrical work at Knight Memorial Library. Very good news all around.

Public Comments:

None

Motion to Adjourn:

The Motion to Adjourn the meeting was made by Cyndie Wilmot; Tony Aguilar, seconded the motion.

Motion passed by acclamation at 7:28 pm and the meeting was adjourned by Patricia Raub, Board President.