

Providence Community Library

Board of Directors Minutes

February 17th, 2010

The meeting was held in the community room of the Smith Hill Library, 31 Candace Street in Providence, at 6:00 pm.

1. Welcome and Call to order

The meeting was called to order by PCL President Marcus Mitchell at 6:00 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, Joan Dagle, Althea Graves, Alan Gunther, Owen Johnson, Linda Kushner, Mark McKenney, Marcus Mitchell, Kara Neymeyr, Patricia Raub, Maureen Romans, Ellen Schwartz.

Absent: Dale Gorton, Rochelle Lee, Peter Karczmar, Ann Keefe, Alix Ogden, Sharon Simpson, Ken Wise.

Linda Kushner moved to accept the January minutes, there being no corrections to be made, Patricia Raub seconded, motion passed.

2. Executive Director's Report

Adam Misturado will take over the position of Library Manager of the Olneyville Library. We have posted a Library Supervisor position internally and externally with a closing date of February 19.

Dave Dvorchak and I attended a Providence Count Committee Meeting at Federal Hill House. Friday, February 19 is Census Day at Providence Community Library. Pat from the Providence Count Committee is working with Dave to set up an afternoon of storytelling, face painting, etc. at each location.

Steve and I met with Lynne McCormick, Director of Art, Culture and Tourism for the City of Providence to discuss ways to collaborate. We would like to work with Lynne to apply for the Big Read program that would encourage all residents of Providence to read a particular book and to participate in programs around the theme of the chosen book.

Marcus, Linda and Ann appeared in Pawtucket on the Cox local cable network for an hour program hosted by Chris Bickford.

Ann met with Heather and Angie from the Institute for the Study and Practice of Non-Violence regarding the hosting of student interns during the summer at all nine of our libraries.

Steve and I met with Bill Shuey, Executive Director of the International Institute last week.

Laura, David Sok and I met with Adam Bush, Director of Curriculum for the College Unbound Program at the Met School and several of his students to discuss an exciting new idea to expand the availability of broadband connection in the neighborhoods served by Olneyville Library and Knight Memorial Library.

Ellen and I met with James Gannaway, Division Director for Casey Family Services. We were also able to meet with Frances Murphy, Executive Director of the Washington Park Community Center

Patricia, Linda, Laura and I attended Legislative Day at the State House last Tuesday. Linda arranged to have me introduced to the House of Representatives.

Ann met with Louise Moulton and Karisa Tashjian of RIFLI to discuss collaboration and other opportunities for literacy programs.

The Providence Community Library received another wonderful donation of review books from the Providence Journal and approximately 350 discounted DVD's from Blockbuster's going out of business sale were added to the PCL collection.

The Fox Point GTECH children's lab opening is planned for March 24 at 3:00 p.m.

A huge cleanup of Knight Memorial Library is planned on Saturday, February 27 from 10 a.m. – 2 p.m. in preparation for our Gala Event in the evening of Friday, March 26.

Development Director's Report

Dave Dvorchak, Steve Kumins and Sandy Oliveira set up a PCL table at the 2nd annual "I Heart Providence" at City Hall on February 11th. They distributed information about PCL, had a poster board showing all PCL locations and had a laptop with wi-fi to sign up people for library cards on the spot.

We have met the Sharpe challenge of \$25,000, exceeding it for a total of \$28,500.

Michelle Novello, formerly of RiverzEdge, has met with and interviewed staff to discuss programming and grant ideas.

The "gala event" fundraiser still on for March 26th at Knight Memorial Library is still on. 1,600 invitations have been mailed. There will be cocktails, auctions, music and tours of the building.

Mount Pleasant, Smith Hill, Fox Point, Olneyville, South Providence and Washington Park have all been filed for legislative grants by their respective representatives.

3. Treasurer's Report

Ellen Schwartz distributed a 7 month financial report as of January 31st, 2010. She noted that we've received 50% of our income and have spent less than 50% of our budget. Everything is "going fine" currently.

Mark McKenney moved to accept the treasurer's report, Linda Kushner seconded, motion passed unanimously.

4. Personnel Report

The Benefits Working Committee met February 1st, deciding to go with a 401k retirement plan being overseen by Angell Pension and Merrill Lynch. The Personnel Committee commends the BWC for all of their hard work!

The Staff Handbook is still a work in progress. We'll be looking over a final draft at our next meeting which will also be reviewed by a Human Resources lawyer.

We will be hiring a part-time maintenance person to assist Mike Nickerson, 25 candidates are set to be interviewed.

The Personnel Committee once again recommends that BCI check policy of only performing checks on employees hired after 10/31/2009, be accepted by the board.

Patricia Raub presented the Report developed and recommended unanimously by the Personnel Committee entitled "Procedure for Conducting BCIs of PCL Employees." (see attached).

Linda Kushner moved that the report as written be adopted by PCL as its procedure for dealing with new employees and with an existing employee when a BCI check is required by a partnering organization or grantor. Ellen Schwartz seconded the motion.

Mark McKenney suggested three amendments which were accepted by the mover and seconder of the motion:

1. Under Appeals Process the words "or any mitigating factor" be added at the end of the first sentence.
2. The sentence "If the two do not agree on an outcome the matter will go to the Board President for a final decision." Will be added after the words Business Manager.
3. And in footnote 1 the words "fine, sentence (suspended or other wise)" or "be inserted before the words "sentence of probation"

Mark suggested a 4th amendment which was not accepted by Linda and Ellen.

After discussion, Mark McKenney moved to table the motion until the next meeting to allow time for a criminal lawyer to be consulted to see if any additional crimes should be listed under Disqualifying Criteria section.

The motion was seconded by Marcus Mitchell.

Voting in favor were M. Mitchell, P. Raub C. Calderone, M. McKenney, M. Romans and K. Neymyr; opposed L. Kushner, E. Schwartz, A. Graves, A. Gunther; abstaining O. Johnson.

The motion to table passed 6 to 4 with one abstention.

5. Friends Report

The Friends of Olneyville will meet on the 24th to elect a trustee to the Board.

Plans are in the works amongst all the Friends for a one-year celebration of PCL on July 1st. More details to come.

6. New Business

The Executive Committee has passed a “mission, overview of our library and service policy for PCL” as presented by Ann. Patricia Raub motioned for the Board to accept the mission statement, Ellen Schwartz seconded, motion passed unanimously.

Marcus will be presenting Coast Guard “Sea Grant” environmental education programs, which provides education and information about our aquatic resources, at Washington Park, South Providence, Rochambeau, Fox Point and Knight Memorial.

7. Facilities Committee

The Board went into a closed session at 7:15pm.

8. Adjournment

The Board came out of closed session and the meeting was adjourned at 7:55pm.

Respectfully submitted,

Linda J. Kushner
Secretary of the Board