

Providence Community Library

Board of Directors Minutes

March 15<sup>th</sup>, 2010

The meeting was held at the Washington Park Library, 1316 Broad Street in Providence, at 6pm.

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.

Vice President Patricia Raub took a roll call of the board members, noting that 14 trustees were present and there was a quorum.

Present: Christian Caldarone, Joan Dagle, Althea Graves, Alan Gunther, Ann Keefe, Rochelle Lee, Peter Karczmar, Marcus Mitchell, Kara Neymeyr, Alix Ogden, Patricia Raub, Maureen Romans, Ellen Schwartz, Ken Wise.

Absent: Dale Gorton, Sharon Simpson, Linda Kushner.

Patricia Raub moved to accept the February minutes, there being no corrections to be made, Ellen Schwartz seconded, motion passed.

2. Executive Director's Report

Laura and Ann Robinson are finishing up our interviews for the Library Supervisor position at Knight Memorial Library. Also, job descriptions for the entire staff are being revised with input from staff members that hold the positions.

A meeting is planned with Michelle Novello; grant consultant, the Administrative Team, Marcus, and Patricia to discuss the results of her meetings with the staff at three cluster meetings to gather information on programs, services and annual events.

Ann has been organizing the summer worker program for each of our nine libraries through the Institute for the Study and Practice of Non-Violence.

Marcus has presented the coast guard auxiliary "marine environment education" programs at WPK (3/9), SPR (3/12), ROC (3/13) and will be at FPT (3/16) and KMA (3/17).

Census Day was Friday, February 19th - the census had information tables at ALL libraries and the Providence Complete Count Committee had storytellers at Washington Park and Olneyville.

Dave Dvorchak. and Ann continue to attend meetings of the Providence Count Committee run by Nina Pande from Federal Hill House.

Dave Dvorchak, Steve Kumins, Sandy Oliveira and Sue Gibbs attended "I Heart Providence" at City Hall on the evening February 11th. PCL handouts, upcoming event info, a large display board showing all PCL locations throughout the city (highlighting those that we "saved") that

Steve obtained from the Providence Plan, we also had a Wi-Fi connected laptop that Sandy used to create "on the spot" library cards for interested people!

Laura and Ann met with Marilyn Carlson and Maria Pree at SWAP to discuss ways to collaborate on programming and services. The library may be able to take advantage of their Summer Youth Employment Program if several libraries are interested in hosting youth. In addition, SWAP will apply for an institutional card at KNM to take our books for their summer reading program. We encouraged their agency to bring their youth to our programs and we will supply a flyer for each of their families.

Phil Marcelo of the Providence Journal wrote a wonderful article on the Providence Community Library that can be accessed from our website.

Ann was interviewed on Friday, March 12 as part of the WBRU public broadcasting station program called "Radio Boston" regarding the cuts facing the Boston Public Library and how the Providence Community Library model would fit their situation. She will also be interviewed by cable television station WPXQ-TV for a showing of the program "For The Record" in New London, CT.

We are busy preparing Fox Point for the next GTECH opening on Wednesday, March 24.

A full staff meeting will be held on Friday, April 30 location TBA.

The Behavior Policy is being presented for your approval. (See attached)

Laura has completed our application for e-rate funding and the LORI Standards certification.

Ann has ordered and received the Public Library Association book titled "Strategic Planning for Results" by Sandra Nelson. This will serve as a tool for the Long Range Plan.

Rochelle Lee moved to accept the Executive Director's Report, Alix Ogden seconded, motion passed.

Patricia Raub moved to accept the Behavior Policy as presented by Laura Marlane, Ellen Schwartz seconded, motion passed.

### Development Director's Report

The "A Night at Knight" fundraiser is a week and a half away. Thanks to Mike Nickerson and the facilities team, the Knight staff and all volunteers who have cleaned up the building for this event!

We are still accepting, and will continue to accept, ticket purchases for the gala. All board and staff are encouraged to attend and also spread the word to potentially interested parties.

Linda Kushner has been meeting with legislators to solicit grants for 8 of the libraries. Steve and Michelle Novello are also working at brainstorming for other possible grant opportunities.

### 3. Treasurer's Report

Ellen Schwartz distributed an 8 month financial report as of February 28<sup>th</sup>, 2010. She noted that we've received 58% of our income and have spent less than 55% of our budget.

Alix Ogden moved to accept the treasurer's report, Rochelle Lee seconded, motion passed.

4. Facilities Report

At the last Executive Committee meeting, there was a consensus that we should look to rent space for our 6 person Administrative team. Space should be near a library, on a bus route, add value to the street where it's located and ideally cost between \$1,000 - \$1,200 per month. Please start spreading the word to / looking for interested brokers!

Mike Nickerson wants to emphasize that some of the libraries are having major issues with leaking, especially Wanskuck and Smith Hill, and it will only get worse as spring rains continue. Both libraries need their brick and mortar walls to be repointed to solve the issues with water. If the issue of ownership between PPL and the city isn't resolved soon, these libraries may be in danger of closing.

Alix Ogden recommends that PCL document all repairs that need to happen and their estimated costs, and to keep PPL, the city and city council aware of these concerns through letters to all.

5. Personnel Report

The Personnel Committee is presenting a new BCI procedure, which it recommends to be passed. Mark McKenney has collaborated on and reviewed this policy, which is now stronger and much broader in scope than the previous ones. (See attached for policy).

Ellen Schwartz moved to accept the BCI check policy, Rochelle Lee seconded, motion passed.

Sue Gibbs presented a draft of the PCL retirement plan.

Open enrollment will happen at the end of April / beginning of May and we hope to have it up and running soon thereafter.

Angell Pension will be our 3<sup>rd</sup> party administrator and Merrill Lynch will be the investment advisor.

There will be a 4% contribution from PCL with a 2% match. In regards to vesting, all employees who came over from PPL are already vested. For those who did not, and new hires, we're recommending 50% vesting after 1 year and 100% after 2 years.

Joan Dagle moved to accept the retirement plan, Rochelle Lee seconded, motion passed.

6. Friends Report

We are happy to report that the Olneyville Friends group has elected a representative, Cyndie Wilmot!

7. New Business

It's proposed, regarding the scheduling of Board and Executive Board meetings, that they take place on the second Wednesday at 6pm and the second Monday at 3:30pm, respectively. A few

board members have big issues with these dates and times, so this item is tabled for further discussion in the future.

“Buy Some Books To Fill Our Shelves” flyers are going to be posted at all libraries in an effort to make the public aware of and increase book donations.

8. Adjournment

The Board came out of closed session and the meeting was adjourned at 7:05pm.

Respectfully submitted,

David Dvorchak  
??? of the ???