

Providence Community Library  
Board of Directors Minutes  
May 17<sup>th</sup>, 2010

The meeting was held at the Rochambeau Library, 708 Hope Street in Providence, 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.

Secretary Linda Kushner took a roll call of the board members, noting that 15 trustees were present and there was a quorum.

Present: Joan Dagle, Dale Gorton, Alan Gunther, Althea Graves, Ann Keefe, Linda Kushner, Mark McKenney, Marcus Mitchell, Kara Neymeyr, Patricia Raub, Maureen Romans, Ellen Schwartz, Sharon Simpson,

Absent: Christian Caldarone , Owen Johnson, Peter Karczmar, Rochelle Lee , Alix Ogden, Cyndie Wilmot, Ken Wise.

2. Executive Director's Report

**See attached report.**

3. Development Report

The Spring Fundraising Appeal is underway, with 3,000 letters mailed a week and a half ago and a final 900 being mailed this week. The mailing includes an appeal letter and also a copy of the ProJo article on PCL from March.

Even though it's very early on, we've received \$4,500 in donations back with an average gift of \$67. Development Director Steve Kumins attributes this quick turnaround to "all the wonderful work everyone at PCL has done".

4. Treasurer's Report

This report is as of April 30<sup>th</sup>, 2010 or 83% of our year. 74% of our income has been raised and 71% has been spent.

We've raised \$227,000 in cash as of April 30<sup>th</sup> and have also received \$105,000 in donated books and materials to PCL which has help to relieve the budget somewhat.

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

5. Personnel Report

Ann Robinson and Laura Marlane have reviewed all of the old PPL job descriptions, most of which were out of date and in need of re-writing or being written over from scratch.

During the summer, staff will be meeting with their direct supervisors for informal discussions about their jobs. The purpose of these meetings is to open the lines of communication and also to give staff a chance to give feedback and suggestions that they feel would make their jobs easier or more enjoyable.

It should be noted that our Executive Director, Ann Robinson, has already gone through a successful evaluation process, formally noted in her file.

6. Friends Report

Washington Park held a successful 1<sup>st</sup> year birthday party on May 6<sup>th</sup>. It was very well attended by patrons, friends, staff, administration and board members. Highlight included 300 cupcakes that were donated by Johnson & Wales University. Special thanks are to be given to Robert and Eileen Medeiros of the Washington Park Friends for their hard work.

Smith Hill had a successful clean-up day and will be purchasing and installing a fence to enclose the "garden" area in the back of the building on June 5<sup>th</sup>. Monday, June 7<sup>th</sup> will be Staff Appreciation Day at Smith Hill, with cake. On June 16<sup>th</sup> there will be a dedication ceremony for the Twitchell Family, who have been long-time supporters and friends of Smith Hill Library. July 1<sup>st</sup> will see a "BBQ BASH" in honor of the PCL 1 year anniversary.

\$50 each has been allotted to the smaller library friends groups if they need to use it for their respective PCL 1 year anniversary parties.

7. Facilities Report

The Facilities Committee recommends tabling the search for administrative / tech office space at this time, while budgets are up in the air. When we hire a Program Coordinator, their office will be located at Wanskuck, although we expect them to be out visiting the libraries most of the time.

The plastering repairs are now done at the Knight mezzanine, the painting of the auditorium will soon be finished, and the fence will be moved back to make room for an additional 10-12 parking spaces.

Marcus Mitchell wishes to extend thanks to Sue Gibbs for doing a tremendous job all-around.

8. New Business

The League of Women Voters and Channel 6 have approached us to use one a library for a "candidate's forum" for the mayoral race in September. There will also be a "candidate's night" sponsored by the League at Wanskuck.

We are setting up meetings with the gubernatorial candidates to make them more aware of PCL and to find out their views on library issues, funding, etc.

Ann Keefe suggested that we look into a link with the “Race to the Top effort of the Public Schools since libraries have such an important educative function. Marcus Mitchell and Ann Robinson are meeting with Superintendent Brady in June and will bring this issue up

Mark McKinney suggested that we write to the Mayoral and Gubernatorial candidates to acquaint them with PCL and get their position on libraries and library funding on paper. Interviews are already being scheduled with the Mayoral candidates; letters will be sent to the Gubernatorial candidates.

9. Public Comment

Karen McAninch suggested that PCL look into the possibility of enlisting someone with investment expertise to help look over the retirement program we are offering.

10. Adjournment

Marcus Mitchell called for a motion to adjourn, Ellen Schwartz motioned and Patricia Raub seconded. The meeting was adjourned at 7:25pm.

Respectfully submitted,

Linda Kushner  
Secretary of the Board