

Providence Community Library  
Board of Directors Minutes  
June 21 2010  
Knight Memorial Library 275 Elmwood Ave in Providence,

1. Welcome and Call to order

The meeting was called to order by PCL Vice president Patricia Raub at 6:10 pm. Secretary Linda Kushner took a roll call of the board members, noting that 11 trustees were present making a quorum. Four additional board members arrived later bringing those present to 15.

Present: Christian Caldarone Dale Gorton, Alan Gunther, ,Owen Johnson Ann Keefe, Linda Kushner, Rochelle Lee, Mark McKenney, Marcus Mitchell, Kara Neymeyr, Patricia Raub, Maureen Romans, Ellen Schwartz, Sharon Simpson, Ken Wise.

Absent: Joan Dagle, Althea Graves, Peter Karczmar, Alix Ogden, Cyndie Wilmot,

2. Executive Director's Report

**See attached report.**

3. Development Report (Steve Kumins, Dev. Director)

The Spring General Appeal letter has garnered about \$10,000 to date from 150 contributors. 60% of the donors were repeat donors; 40 percent were new donors. Amongst the responders to the appeal was Henry Sharpe who offered a challenge to PCL: The Sharpes will give \$15,000 to PCL provided we can find 4 other donors who likewise will each give \$15,000 before Dec 1<sup>st</sup>.

To date we have raised about \$250,000 in cash and have received in-kind donations (computers, books etc) valued at about \$250,000.

4. Treasurer's Report (See attached report of May 31,2010).

The city has informed us that they will not be able to utilize master lease to give us the remaining \$180,000 due to PCL in this fiscal year but that we will receive this money eventually. We have raised \$268,000 in cash as of May 31<sup>st</sup>. Because we had hoped to use the master lease funds for books we have purchased fewer books than budgeted. Luckily the major donations of books from the Providence Journal have helped us meet the book needs of the libraries. Through guarded spending, and finding less expensive vendors we are "in the black" with a balance of \$235,647 as of his date some of which will be used to pay June bills. The balance will probably be reduced to about \$100,000 by the end of the fiscal year.

We will need to be audited this year. Ellen suggested that we start this process as quickly as possible so that the audit report can be completed by the end of the September and be used in next year's fundraising efforts.

Ellen Schwartz moved that the Treasurer, Business Director and Director be authorized to choose the auditor who submits the best bid for the job. Mark McKinney seconded the motion and after discussion the motion passed unanimously. (Rochelle Lee not present for the vote.)

#### 5. The Preliminary Budget for FY2010/11

Ellen Schwartz presented the preliminary budget of \$4,726,450 recommended by the Finance Committee. See attached. The budget is predicated on the city level funding PCL at \$3,500,000. Sharon Simpson moved that we adopt the preliminary budget as presented. Ken Wise seconded the motion and after extensive discussion it passed unanimously. (Rochelle Lee was not present for the vote.)

#### 6. Personnel report.

Patricia Raub, Chair of the personnel committee, reported that the committee worked on four issues:

1. Laura Marlane worked with the staff union representatives to clarify the heat closing procedure for Smith Hill and Knight Memorial.
2. The committee reviewed the issue of staff hiring procedures
3. They recommended that new hires be permitted to carry over accrued vacation days into the next fiscal year
4. They recommended that a call list be compiled to contact, first, PCL staff and then non-PCL substitutes when there is a need to hire personnel to cover extra hours because of staff sickness or vacations.

With respect to the last recommendation Mark McKenney raised the issue of costs of overtime in using PCL staff and the problem of management flexibility. There was general discussion. After assurances that the number of hours to be filled were relatively few- e.g. lunch breaks, and that because of tight staffing, the number of PCL staff that would be free to fill these hours would be few, the Board agreed with the policy of going first to PCL staff in these situations. But there was a general consensus that this should not become part of the union contract.

#### 7. Facilities

Facilities Report for Board meeting on June 21, 2010

Overall preventative maintenance in all buildings is going well. New efficient toilets have been installed in 6 places and outdoor landscaping has begun, including planting of trees and shrubs at KML during a Friends group work day. Plaster repair is being completed in the community room at KML and the parking lot fence has been moved to give us more parking, with new pavement done to complete that, total cost

\$8,000. We are talking with the City about getting the side road and parking area repaved and expect to get that done shortly. PCL may be responsible for maintaining that area since the City probably granted an easement to PPL for access. The cost to repair it will be \$2,900.

We have rented a 60' lift for a week at a cost of \$1,000 for Mike and Nate to clean and repair the gutters at Washington Park. The City has failed, despite repeated requests, to address this issue and it is a major problem for us. The lift will also be used at Smith Hill, where they will patch leaks around gutters there and on the roof to stop the flow of water directly onto the bookcases inside the library when it rains. If time allows they will also do some patchwork at Wanskuck.

#### 8. Friends

Friends groups will be manning tables at various summer festivals and farmer's markets publicizing PCL and selling used books. T-Shirts and the new PCL book bags. The first event was at the Silver Lake Community Center and went well.

All the Friends groups will be holding celebrations at their libraries on July 1<sup>st</sup>, the First Anniversary of our Founding, which offer a variety of children's activities and food- especially 1s anniversary "Birthday Cakes" which will be cut simultaneously at each library at 4:30p.m. There will be a moratorium on fines that day and Ann Robinson is sending invitations to the event to all council members, the mayor's office and the Providence Delegation of The General Assembly. The PCL staff will coordinate publicity of the event(s).

9 New Business There was no new business.

10. Public Comment. There was no public Comment

#### 10. Adjournment

Marcus Mitchell called for a motion to adjourn. Christian Caldarone moved to adjourn. The motion was seconded by several people and passed unanimously. The meeting adjourned at 7:35pm.

Respectfully submitted,

Linda Kushner  
Secretary of the Board