

EAST PROVIDENCE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

Wednesday, January 8, 2020

Present: M. Marcotte, Chair, P. Armstrong, K. Dias, E. Ingraham, P. Silva, D. Paiva

Absent: C. LaRoux

Staff: M. Carlozzi, Library Director, J. May, Assistant Library Director

Ms. Marcotte called the meeting to order at 4:30 pm.

The minutes of the December 4, 2019 meeting were approved as written.

Friends' Update: Friends expect to accept books by the end of January. 2019 Volunteer hours totaled 1850 hours. Friends membership has increased to 230 members.

Financial Report: The City has yet to send out a final budget so Carlozzi's analysis has been hampered. There have been no large expenses to date so the library budget is in good shape. Carlozzi expected the City Council to raise questions about the library's donation accounts at a recent meeting. As they did not, he expects it may come up again in the spring.

RI Foundation Census Grant Application: The library received an \$8000 grant to fund Census outreach efforts. Our Public Services Librarian will be working with other City departments and the Portuguese-American Leadership Council of the United States (PALCUS) to encourage residents to fill out the Census. The grant will fund ads, banners, and community engagement activities.

2020 Holiday Schedule Approval: Motion made by K. Dias and seconded by P. Armstrong to accept the Holiday Schedule as written.

Law Enforcement Policy: Carlozzi distributed a Patron Confidentiality and Law Enforcement Policy and asked for feedback and/or a vote. The policy asserts that the library preserves patron privacy above all. It addresses library database records, other library usage records, video surveillance, patron location, and minors. The purpose is for staff to have a clear document for reference when law enforcement has a particular request. M. Marcotte asked if the policy would stand up in court and Carlozzi reported that it should as the policy has been developed with other libraries and uses language from the American Library Association.

Directors' Reports: Carlozzi would like the Trustees to discuss and vote on the transfer of Funds from library donation accounts to the East Providence Library Foundation. He began by reading a letter addressed to the City's Finance Director requesting the transfer. P. Silva then made a motion to approve this action and it was seconded by P. Armstrong.

Discussion followed on the purchase of a shed for the Fuller Creative Learning Center which the Trustees support.

Carlozzi plans to discuss library building issues with the Mayor and raise the fact that necessary repair work is not getting done. Carlozzi would like the library to have the authority to contact and schedule contractors which would ultimately expedite the work.

Public works Director S. Coutu said that the RFP for the sprinkler system is being written. P. Armstrong asked if the library will have to close during installation. The job should be done in sections which will allow the library to remain open.

Adjournment: The meeting was adjourned at 5:35pm upon motion by P. Armstrong and seconded by E. Ingraham.