

EAST PROVIDENCE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

Wednesday, February 5, 2020

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

Absent: M. Marcotte, C. LaRoux

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

Mr. Silva called the meeting to order at 4:30 pm.

The minutes of the January 8, 2020 meeting were approved as written.

Friends' Update: The Friends will no longer accept donations in the week prior to the book sales. The first Riverside Book Sale netted \$200. Friends approved funds to support a June concert and \$4500 in funds to support the 2020 Farmers Market.

Financial Report: M. Carlozzi reported that he still does not have a budget from the city. An expected surplus may allow us to purchase up to 25 new computers. P. Armstrong asked if the library should explore leasing. Carlozzi prefers to own as the library has the technical expertise to maintain them.

Vote to close for part of March 16th for staff training: May explained that the library would close from 9 - 12pm for staff CPR/AED/Narcan training by the East Providence Fire Department. Motion made by D. Paiva and seconded by K. Dias. Motion carried.

Staffing update: Jason Cerrato began as a part-time Reference Librarian 10 hours/week. His responsibilities include creating a series of tech classes. A full time staff member will be going out on leave for 6 - 8 weeks. Carlozzi and May met with Ryan McCauley to discuss cross training one or two staff members for work at Fuller in the event Fuller needs long term coverage. Carlozzi is working on updating job descriptions in anticipation of future retirements.

Administrative Stipend Vote: As Carlozzi will be on leave for ten weeks, he requested that J. May be paid as Director for the duration amounting to \$1150. The Mayor rejected the proposal. Carlozzi requests that the Trustees pay May a stipend as opposed to going through city payroll. Motion to approve made by P. Armstrong and seconded by D. Paiva. Motion carried.

Directors' Reports (buildings/facilities update): Carlozzi will apply to Champlin for a new sprinkler system per request by the City Council. He will include library improvements in the grant request such as a new Children's desk. He will also apply for a RI Foundation Community Grant to support staffing for a 2021 farming/community garden at Weaver. The hearing loop test will be held on February 12th. The Champlin funded heat pump has been successfully installed in the literacy classroom. The RFP for the sprinkler system should be posted soon with a Fall installation. Carlozzi received a quote of \$7100 to replace the sensors on the elevator. Repair is scheduled for March. The control unit on the Children's Room tree needs replacement and he awaits a quote from the city's electrician. Given all of the building issues, K. Dias asked if it is a good time to invite the Council to a Trustees Meeting to learn about the library's needs and initiatives. Consideration given to inviting the Council in April.

Adjournment: The meeting was adjourned at 5:40pm upon motion by P. Armstrong and seconded by E. Ingraham.