

EASTPROVIDENCE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

Wednesday, June 3, 2020

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

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

Ms. Marcotte called the meeting to order at 2:05 pm.

The minutes of the March 4, 2020 and May 6, 2020 meetings were approved as written.

Financial Report: M. Carlozzi reported that the city's finance department has been tasked by the Mayor to determine an order of magnitude regarding the city's revenue loss due to Covid-19. The Council has discussed a hiring freeze as well as freezing any non-Covid-19-related purchases. OLIS will likely waive the maintenance of effort requirement allowing the city to cut the library budget.

Champlin Foundation Application update: Carlozzi submitted the Champlin application which included \$100,000 to pay in part for a new sprinkler system at Weaver. The lower of two bids was \$420,000. Ed Catelli now recommends an RFP for a system design to improve the bidding process and lower the cost.

Services update: A part-time Reference Librarian has resigned allowing us to increase the hours of the part-time tech librarian. The Library Takeout program continues to be very successful. Patrons have been sending notes and emails of appreciation. Our virtual programming schedule has been robust. June will see outdoor programming and July will see limited indoor programs. K. Dias asks if it is worth doing indoor programming if social distance guidelines only allow us to seat 10 people. J. May explained that she expects indoor programs to be a hybrid of the live and virtual to reach as many patrons as possible.

Reopening Plan Discussion: Carlozzi discussed the reopening plans in detail. Carlozzi emphasized that his plan serves the people of East Providence; it may not strictly follow the state's reopening plan for libraries as each library is unique and has different resources. His goal is to have a working document that both staff and the public have confidence in to keep them healthy. Staff has given outstanding feedback. Many steps must be taken from securing PPE to working with IT on an improved phone system to determining independent work stations and purchasing acrylic shields at service desks. Keeping the library clean, especially the bathrooms, will be a huge hurdle if the custodian is pulled to other buildings as has been the case. K. Dias asks if it would be possible to hire a part-time custodian. M. Marcotte recommended researching ultraviolet lights for the bathrooms.

Computer use by appointment is the next service step in reopening. In a Covid-19 world, this is logistically quite difficult but staff is brainstorming how to do it safely. Literacy classes will resume in the Champlin Program Room with smaller numbers of students.

Reopening requires changes to several policies. After discussion of the meeting room policy as written, P. Armstrong made a motion to accept the policy with changes as suggested by M. Marcotte and M. Carlozzi. Motion carried. The Patron Conduct Policy adds Covid-19-related requirements such as the wearing of face coverings and actions taken for failure to comply. K. Dias made a motion to accept the new Patron Conduct Policy and the motion carried. Carlozzi delayed a vote on the Computer Usage Policy. P. Armstrong suggested that the Trustees meet in July and all agreed.

Adjournment: P. Marcotte moved that the meeting go to Executive Session at 3:15 pm.