

EAST PROVIDENCE PUBLIC LIBRARY

Board of Trustees Meeting

Wednesday, May 6, 2020

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

Excused: C. LaRoux

Staff: M. Carlozzi, Director- Michelle, Ryan, John, Paula, Pam, Juliette, Kristie

The Meeting was called to order at 2:02 pm by Chair Ms. Marcotte.

Financial Report: There is a lot of uncertainty around the City finances. This fiscal year should be fine for the Library; however, the next year may be challenging. Strategies were considered on mitigating the potential damage.

Library Services Update: As of May 5th, the Library Takeout program has been very popular. Staff have been tracking all patron interactions for the past two weeks and have at least 600 to date. With the software developed by Mr. Carlozzi we should be able to track trends. Librarians are telephoning patrons to check in with them and those calls have been well received. Virtual Programs are being offered by staff; Joyce is planning a Virtual Book Club.

Staff Members Discussion: *Michelle:* "Refer A Friend" program for increasing card registration has been going well. She is also managing Social Media. *Ryan* is producing Zoom tutorials once a week and also showing how patrons who cannot get out can use "virtual learning." *John*, who is managing everything "tech," is extremely busy. *Paula* reports that all patrons are very appreciative of the take out services; she is also working on card applications. *Pam* and Sharon of the Children's department are doing many on line programs for children of various age groups. They are planning the summer reading program and adding content to the web site. *Juliette* suggested we get a webinar going in Portuguese. *Kristie* is working with Ryan on the details of the Zoom tutorials.

Adjournment: The meeting adjourned at 3:10 pm