

EAST PROVIDENCE PUBLIC LIBRARY

Board of Trustees Meeting

Wednesday, September 2, 2020

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

Excused: P. Silva

Staff: J. May, Acting Library Director

The meeting was called to order at 4:38 pm. The minutes of the July meeting were approved as read by motion of Ms. Dias, seconded by Mr. Paiva.

Financial Report: A larger than usual balance will go back to the City at the end of the fiscal year, however we do have planned and approved expenditures such as Kanopy payments, Periodicals and Books, highbacked chairs and replacement for ten year old laptops. The balance is higher due to the unexpected Covid 19 closure. There is the possibility of adding a "Library of Things" to our collection which would include such items as fishing poles, tools, small kitchen electrics and equipment. Ms. Dias recommended the purchase of a shed for Weaver. Ms. Armstrong made a motion to investigate prices and Ms. Dias seconded the motion.

The State Grant in Aid (SGIA) application had been started by retired Director Mr. Carlozzi. Ms. May will complete the SGIA and annual LORI Certification. The Mayor is aware that if he cuts the library's budget disproportionately to other city departments, a waiver will be necessary and he risks losing SGIA.

Accordingly, the Mayor is suggesting his budget cut is in line with other departments, however, more review is needed. The primary cut has been to line item "Materials". The Book Selection committee has met to try to figure out how to remove approximately \$70,000 from their typical expenditures.

Staffing: One aide has retired with a second one expected in October. Ms. May would like to requisition one full-time Children's librarian. As of September 8th, all staff are expected to be back from the City's WorkShare Program.

Re-Opening in September: The State is still in Phase III. Ms. May proposes opening the Children's Room for browsing on Tuesday, September 8th, the week of Sept. 14th to open Weaver from 9 – 5 on Friday, and Riverside Mondays and Tuesdays from 10 – 6. There will be a gradual move to full-time openings in October. Meeting rooms will remain closed as recommended and to minimize risks of Covid exposure. It was unanimously approved to accept the new days/hours upon motion by Mr. Paiva, seconded by Ms. Dias.

Directors Report: A grant of \$1400 has as allowed up to fill and loan STEM backpacks. We have recoded 47 Virtual Story Hour videos. Patrons are returning and we are seeing an upward trend each week. Statewide we are seeing the number of circulated books back to 58% pre-Covid, The Library newsletter reaches 2, 500 people and we now have 40 computer appointments/week. We hope to offer "outside browsing" by mid-September.

The Solicitation Policy and the Fuller Usage Policy were reviewed and approved. A motion to accept the Solicitation Policy was made by Ms. Marcotte and seconded by Ms. Dias. A motion to accept the Fuller Usage Policy was made by Ms. Dias and seconded by Ms. Armstrong.

Before adjourning, Ms. Marcotte said that questions remain from the July meeting regarding Trustee terms. Ms. May said she inquired of the City Clerk about D. Paiva's expired term. The clerk will reach out to Council Member Mourato to place Don's reappointment on the council docket. Michael Carlozzi has officially resigned as of August 21, 2020. He believed his work had been completed. Ms. May reported that the Mayor agreed to an increase in pay grade for the Coordinator of the Fuller Creative Learning Center as he is taking on the additional duties of adult programming. Meredith Bonds-Harmon, Head of Reference, will be second-in-command.

The meeting was adjourned upon motion by Ms. Dias and seconded by Mr. Paiva at 5:52 pm.