

EAST PROVIDENCE PUBLIC LIBRARY

Board of Trustees Meeting

Wednesday, December 2, 2020

4:30pm

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

Absent: E. Ingraham

Staff: J. May, Acting Library Director, M. Bonds-Harmon, Head of Reference Services

The meeting was called to order at 4:32 by M. Marcotte.

Motion to accept the November 2020 minutes by K. Dias with all in favor.

Friends Update

The Friends kicked off the EPPL holiday food drive with a check for \$200 to go to Carl Sweeny's Hope & Faith organization.

Financial Report

November's expenditures were light with no programming costs. Several outstanding P.O.s and the Tutor.com annual fee will be paid in December.

The City's spending freeze continues and the library continues to order materials with approval.

The purchase of 10 laptops was approved by the Mayor. Staff will use them to work from home and when the library reopens our Tech and Literacy departments will use them for instructional classes.

Champlin did not fund our 2020 request for a sprinkler system upgrade because of the lack of clarity on the cost. The City had renegotiated the bid but had nothing in writing. Champlin invited us to reapply for 2021.

Other Champlin funding ideas include an outdoor Story Walk and one or more Little Free Library. We could also look to the Friends for funding these two items.

Old Business

All Trustees have been reappointed. Terms were ratified by the City Council on November 10th. J. May will mail printed documents with everyone's terms and dates to each Trustee.

Library Pause Response

Library Takeout has been expanded to include office services and craft kits.

Library hours have not changed.

Literacy and Fuller programming are completely virtual.

More staff are working from home.

Building Facilities Update

New strong Wi-Fi has been added to the Weaver lawn and a few parking spaces.

Our HVAC system is old but it is bringing in the maximum amount of outdoor air. Our filters have a MERV rating of 8 (13+ is the recommendation for school buildings). Together with our air purifiers and open windows, J. May is confident about our air quality.

Weaver has two minor roof leaks that are being watched.

Alarm problems were addressed by Sonitrol. They replaced a few monitors.

Elevator problems – Otis came out and made a few, free adjustments, but warned us that the motor may be going.

M. Bonds-Harmon Report

R. McCauley, Fuller Creative Learning Center, gave a presentation to Age Friendly RI about Fuller's successful Zoom workshops. They also invited him to participate in a future live radio show.

Patrons of the Riverside Branch are utilizing and enjoying the expanded parking lot Wi-Fi, outdoor bench and holiday decorations.

The Youth department is working to resume the Reading Buddies service, virtually. Virtual Santa visits are being offered as well as other holiday/winter virtual programming. "Take and Make" craft kits (for both adults

and youth) are being offered.

The Tech/Instruction Department continues to offer virtual 1:1 assistance and classes on a variety of topics including Zoom, library eResources, Resume, Word and Google docs, and Social Media. P. Armstrong recommended Genius Scan, a free scanning app, for patron use.

Director's Report

J. May doesn't want to cut back on library hours at this time and is taking a "wait and see" approach while library buildings are closed. Prior to closing for the RI Pause, the busiest Saturday at Weaver was the Saturday after Thanksgiving with 160 patrons. The average is about 120.

Motion to adjourn at 5:20pm by D. Paiva and seconded by K. Dias with all in favor.