

East Providence Board of Library Trustees

January 26, 2022 4:00 PM via Zoom

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

Absent: P. Armstrong

Staff: J. May, Library Director, M. Bonds-Harmon, Assistant Library Director

The meeting is called to order at 4:05pm by M. Marcotte.

The December minutes were accepted.

Friends Report

A contribution of \$100 was received.

200 Young Adult books were donated to Carl Sweeny for the Hope & Faith Drive.

50 paperback and soft cover books were donated to the RI Department of Corrections.

As of this week, the Friends have nearly completed sorting over 100 boxes of donated books. They will resume accepting book donations in February.

Financial Report

We are on pace with other city departments in spending our budget.

The Weaver Library roof is under warranty, but there is a question whether the cost of upcoming repairs will come from the Library budget.

Old Business

The end date for the upgraded fire sprinkler system project is mid-March 2022.

We are still on "fire watch" and were visited by the EPFD this week.

We are receiving positive feedback from the community about being fine free. Circulation staff are seeing billed materials being returned.

The hourly wage increase for the PT aides has been approved.

R. McCauley is now working in the Controller's office at City Hall. His first 60 days will be a probationary period.

Fuller has become a temporary Covid-19 test site. We pivoted quickly because we value our role as a partner in community health and we strive to be a cooperative team player with the Mayor's office. It has brought us good press. New shelving units and rubber mats will stay with the building even after the test site has closed. J. May is calling RIDOH weekly for updates.

New Business

The City has yet to publish the Holiday closing schedule.

The Weaver Library basement requires pump replacement due to two corroded pumps.

We will be receiving a new phone system through Cox at Weaver Library and the Riverside Branch, which will include portable phones.

J. May requests to close all library locations on Tuesday, March 1 from 9:00am-1:00pm for a grant funded EDI Training given by a local organization, Youth in Action. Trustees are invited to attend. This is related to P. Schwieger, Youth Services Coordinator, attending a yearlong training on race facilitated by OLIS.

K. Dias makes a motion to close the library for that morning. D. Paiva seconds the motion.

J. May would like to invite I. Walker to the March Library Board of Trustees meeting to discuss the Foundation and answer questions.

J. May will send the Library Director job description to the Human Resources department. The job ad will be posted to both local and national job advertisement sites. In the past, the hiring committee included two Trustees, the HR Director, and another library representative from outside of East Providence.

Staff Update

Interviews for the Youth Services Assistant have been held.

The requisition for the Head of Reference position has been submitted to HR.

The application period for the Fuller Aide closes on January 28th.

Interviews for the Digital Services/Reference Librarian will be held on January 27th.

Directors' Reports

M. Bonds-Harmon's Report

Free Covid-19 test kits have all been handed out.

We have received positive feedback from patrons about going fine free.

The Krayon Kiosk for the Children's Room will arrive soon with 50 kid apps and in-person and passive programming planned from March to June 2022.

The Riverside Branch is a planning tax preparation assistance service with the AARP on Fridays from 9am-1pm by appointment.

Fuller's programs are now virtual and Kristie has been working from Weaver Library while the Dover Ave location is a temporary test site.

J. May's Report

J. May listed the library's goals and accomplishments that she recently reported to the Mayor. Former Library Board of Trustee, Claire Wayland passed away. The library will send a sympathy card.

There will be no Trustee meeting in February.

K. Dias motions to adjourn at 5:08pm. E. Ingraham seconds it with all in favor.