

Providence Community Library Executive Board meeting  
September 25, 2009  
Knight Memorial Library

Patricia Raub called the meeting to order at 2:40.

In attendance: Patricia Raub, Ellen Schwartz, Linda Kushner, Maureen Romans and Rochelle Lee.

Absent: Marcus Mitchell and Alix Ogden. There was a quorum.

Also present were staff members Ann Robinson, Sue Gibbs, Steve Kumins and as a member of the public, Karen McAinch the union representative.

Meetings

Dates and locations were set for the October, November and December Board meetings.

Wednesday, October 21<sup>st</sup> at Smith Hill Library

Monday, November 16<sup>th</sup> at Mount Pleasant Library

December Wednesday Dec 16<sup>th</sup> at South Providence Library

All meetings will start at 6:00 p.m. and hopefully end in 1 and ½ hours

The Executive Board will meet on

Wednesday, Oct 7<sup>th</sup> at Mount Pleasant Library

Tuesday Oct 20<sup>th</sup> at Smith Hill Library (location to be confirmed)

Tuesday Nov. 10<sup>th</sup> at Rochambeau Library

All meetings are 3:30 to 5:00

Coordination of PCL and Friends

In order to coordinate meetings of the Friends groups and to insure that the Library Director can attend Friends meetings when invited and to enable Friends to attend PCL events, PCL Maureen Romans, Friends Committee chair will send out a letter to Friends Groups asking them to notify Dave D. or any upcoming meetings and events.

Finances

It would appear that the City has not applied this year for master lease money; therefore PCL will receive all of its \$3.5 million directly rather than receiving \$200,000 through master lease reimbursements.

Ellen Schwartz moved that a working group be established comprising herself, Sue Gibbs the business manager, Alan Gunther the staff representative and Karen McAinch the Union representative to develop recommendations for the executive committee with respect the health insurance and the annuity plan that PCL will offer to staff. Motion seconded by Rochelle Lee and after discussion passed unanimously.

### Administrative policies

In order to ensure proper Board control over expenditures and coordinated administrative policy the following two rules were moved by Patricia Raub

1. Any non-ordinary expenditure that exceeds \$1,500 should be checked with PCL Board Treasurer before being executed.

2. All program changes and/or major procedural changes whether suggested by the administration or an individual board member need to be presented to the executive committee before being adopted.

These rules will expire in two years unless specifically renewed by the Executive Board.

The motion was seconded by Rochelle Lee and after discussion passed unanimously.

### Facilities

Steve Kumins reported that the proposed build-out at Washington Park to create technical and administrative offices would not be eligible for Champlin Foundation funding since they primarily fund capital expenditures that are used directly by patrons. Under that circumstance the Facility Committee is directed to look into possible alternative sites, including private or, even better, available city buildings which may house these offices at less cost.

A problem with fixing structural problems at seven of the branches is that PPL has not yet conveyed the buildings to the city of Providence. Until this happens PCL cannot apply for grants to make the repairs and without prompt action by PPL on at least buildings needing prompt repair (e.g. Smith Hill) we could miss the Champlin grant application deadline for next year.

Rochelle reported that the Knight memorial Friends have been in contact with RISD to take on the library as a studio project. Whereas we are pleased to have the interest of RISD in Knight Memorial, all structural work on PCL buildings can only be planned and contracted by PCL not individual Friends groups.

The meeting adjourned at 3:40.

Respectfully submitted

Linda j, Kushner  
Secretary of the Board