

Providence Community Library

Board of Directors Minutes

April 19<sup>th</sup>, 2010

The meeting was held at the Mount Pleasant Library, 315 Academy Avenue in Providence, 6pm.

1. Welcome and Call to order

The meeting was called to order by PCL President Marcus Mitchell at 6:05 pm. Marcus welcomed all board members, staff and public to the meeting.

Secretary Linda Kushner took a roll call of the board members, noting that 15 trustees were present and there was a quorum.

Present: Christian Caldarone, Joan Dagle, Dale Gorton, Althea Graves, Rochelle Lee, Peter Karczmar, Linda Kushner, Owen Johnson, Marcus Mitchell, Kara Neymeyr, Alix Ogden, Patricia Raub, Maureen Romans, Ellen Schwartz, Ken Wise.

Absent: Alan Gunther, Ann Keefe, Mark McKenney, Sharon Simpson, Cyndie Wilmot.

**Patricia Raub moved to accept the March minutes, with the correction that the Olneyville Friends rep is Cyndie Wilmot. Althea Graves seconded, motion passed.**

Linda Kushner moved to take the meeting into executive session under RIGL 42-26-5(5). Motion seconded by Ellen Schwartz. Passed unanimously.

At 6:10 the meeting went into closed session.

At 6:55 the meeting resumed in open session.

2. Executive Director's Report

Rod Burkett, **Regional Supervisor** at Knight Memorial Library starts tomorrow. Please stop by to welcome him to Providence and to PCL.

Dave Dvorchak is working on a **Who to Call** list of e-mails addresses and phone numbers for staff so they know who to call in a variety of situations. A **Staff Meeting** will be held on Friday, April 30 at 9:30 a.m. at South Providence Library. Refreshment will be provided and staff will be compensated for attendance. Training for staff from all nine libraries working with the interns from the **Institute for the Study and Practice of Nonviolence** will be held at 9:30 a.m. at ROC on June 5.

PCL will be collaborating with **SWAP** by employing 4 workers during the summer under their Summer Youth Employment Program.

Ann, Maria Cotto, Carolina Briones and Toni Garcia were honored at an event celebrating the 5 year anniversary of the **Spanish Book Club**. Ann was a guest speaker at the **Providence League of Women Voters** on April 9. Steve Kumins, Sue Gibbs and Ann will attend a fundraising event benefiting the **Institute for the Study and Practice of Nonviolence** at the Roger Williams Park Botanical Center next Thursday evening.

Dave Dvorchak developed a great program celebrating **H.P. Lovecraft** on Lovecraft's birthday, March 25 at Rochambeau. The program was wildly popular with the public.

Ann will be interviewed by cable television station **WPXQ-TV** for a showing of the program **For the Record** in New London, CT next Wednesday afternoon.

PCL is developing **bookmarks** to be handed out at all nine locations listing our vital information.

Please remember to: Vote for Providence Community Library for Best Non-profit Organization in **Rhode Island Monthly's** Best of RI Poll.

Once approved, the Board will need to vote on the **Safe Child Policy**, a standard policy outlining the behavior and safety of children at the library.

**(Linda Kushner moved to accept the Safe Child Policy, Alix Ogden seconded, all in favor – policy accepted as presented.)**

An **Internet and Computer Use Policy** will be presented at the next Executive Board Meeting.

### 3. Treasurer's Report

Ellen Schwartz distributed a 9 month financial report as of March 31<sup>st</sup>, 2010. She noted that we've received 64% of our income and have spent 62% of our budget. Money from the "Night at Knight" fundraiser is not included in this.

Each library has now received \$200 in petty cash to be used for supplies.

\$30,000 has been allotted to purchase book and materials, split up amongst the 9 libraries.

Michelle Novello will be kept on for 10 hours a week for the next 3 months.

We also now have the need and the capacity to hire a full-time programming coordinator

**Dale Gorton moved to accept the treasurer's report, Althea Graves seconded, motion passed.**

### 4. Facilities Report

Office and Tech Services space rental – several options are being explored for rental of space.

#### **Fox Point:**

GTECH computer lab done – carpet cleaned, new wiring.

#### **Mt. Pleasant:**

Moving bookshelves and finishing small repairs there after moving the childrens and adult computer labs.

#### **Smith Hill:**

PPL is looking at repairs to roof and gutters. Our maintenance staff repaired what they could in the recent rainstorms.

#### **Wanskuck:**

We did have water leaks in the recent storms and maintenance repaired as necessary

#### **Washington Park:**

Gutters have still not been repaired by the City

**Olneyville:**

With the United Way grant we have replaced all inside lights and put up an outside light with a photocell. Plans are underway to rewire and move the children's computer lab.

**Knight:**

A plasterer was hired to remove the decayed and broken plaster on the back wall of the building in the mezzanine.

At the request of our insurance company we have an architect drawing up plans for a fire alarm system which can be given to alarm companies to bid on a system. We received updated plans on the layout of the building from PPL.

As discussed at one of the facilities meetings we are looking at the cost of moving the fence in the back to give us an additional 10 parking spaces.

Discussions continue about the feasibility of air conditioning in the building so that we can keep it open even in hot weather.

There continues to be water leaking through the front wall in the community room behind the bookcases and onto the floor. Without removing the built-in bookcases it is impossible to repair.

Maintenance staff is beginning to work on cleaning the coils in all of the Air Conditioning units in the buildings. During the summer we will be replacing the valves and traps in the steam radiators in Smith Hill, Knight, and Mount Pleasant.

5. Personnel Report

Rod Burkett, head librarian at Knight Memorial, starts tomorrow.

Nate Izzi has been hired as part of the maintenance team.

6. Development Report

Marcus Mitchell wishes to congratulate everyone involved in the "Night at Knight" fundraiser which was a "tremendous success" – thanks especially to Linda Kushner, Steve Kumins, Kara Neymeyr, Mike Nickerson, Sue Gibbs and the Knight Memorial Friends.

The fundraiser grossed \$29,681.50. We spent \$6,200 in preparation and netted around \$23,000.

We are submitting an application to Champlain next week, for funding for repairs at Smith Hill and Wanskuck.

The Spring Fundraising Appeal will go out soon – a total of 4,000 letters this time.

Steve will be meeting with the Fund for Community Progress to see if it's appropriate for PCL to work with them.

7. Friends Report

Mount Pleasant has received a \$3,000 legislative grant which will be used towards programming with children's authors and illustrators, a movie projector and screen, and computer-related programming for children, adults and seniors. Mount Pleasant Friends will also be holding a photo contest focusing on the Mount Pleasant and Elmhurst neighborhoods.

The Friends Council is busy preparing celebrations for PCL's one-year anniversary in July.

Sue Gibbs will be speaking at the Mount Pleasant Friends meeting on May 10<sup>th</sup> at 7pm.

Smith Hill will be holding a bake sale and cleanup on April 24<sup>th</sup> from 10-2pm.

The Friends of Rochambeau are holding their book sale this week.

On May 6<sup>th</sup>, Washington Park will be having it's "1 year" birthday party with cupcakes donated courtesy of Johnson and Wales University!

Linda Kushner will be approaching state reps and senators for grants for 8 of our libraries totaling \$30,000.

8. New Business

No new business.

9. Adjournment

Marcus Mitchell called for a motion to adjourn, Dale Gorton motioned and Joan Dagle seconded. The meeting was adjourned at 7:35pm.

Respectfully submitted,

Linda Kushner  
Secretary of the Board