

Providence Community Library
Board of Directors minutes
October 18th, 2010
Knight Memorial Library

1. Welcome and Call to Order

The meeting was called to order at 6:00 pm by Marcus Mitchell. Secretary Linda Kushner took a roll call of the board members, noting that 18 trustees were present making a quorum.

Present: Marcus Mitchell, Patricia Raub, Ellen Schwartz, Linda Kushner, Christian Caldarone, Alan Gunther, Althea Graves, Dale Gorton, Owen Johnson, Rochelle Lee, Mark McKenney, Alix Ogden, Maureen Romans, Ken Wise, Joan Dagle, Jim Barnes, Sharon Simpson

Absent: Ann Keefe, Chris Suchmann, Cyndie Wilmot

2. Minutes from September 18th

No corrections were need for the minutes from September 18th. Marcus Mitchell called for a motion to accept the minutes as submitted. Jim Barnes moved to accept and Joan Dagle seconded. Motion passed unanimously.

3. Executive Director's Report

Vice President Patricia Raub, filling in for Ann Robinson and Laura Marlane, gave the Executive Director's Report.

See attached report

4. Development Report (Linda Kushner)

The mailing for our Fall Appeal went out on Friday, October 8th. A total of 4,742 letters were mailed, with 559 going to previous donors and 4,183 to non-donors. Checks are coming in steadily and we raised back the cost of the mailing a while ago!

A number of grants have been applied for or are in the process of being applied for, some will go out once our audit is approved.

Facilities Report (Sue Gibbs)

The maintenance staff took out the old kitchen cabinets and counter at Olneyville to repair the wall where water has been leaking for years. They replaced them with new cabinets, counter, and sink. They fixed and painted the walls in the children's room for the GTECH lab and added the necessary wiring for the computers.

The stage in the Knight Memorial auditorium has been sanded, stained, and coated with polyurethane and the walls have been painted. We hired a contractor to strip and wax the floor. The traps and valves in the radiators at Smith Hill at least 35 years old,, have been replaced

Patricia Raub thanked the facilities department for all the hard work they have done in the past year. Her thank you was heartily applauded by the entire Board.

5. Treasurers Report (Ellen Schwartz)

see attached report of September 30, 2010

Ellen presented a draft of the audit report that was recently completed by Aaronson, Lavoie and Streitfeld. She noted that there are a few minor changes that need to be made, which will be presented in a corrected form at the November board meeting. The whole process went very smoothly and cost very little.

Alix Ogden moved, and Rochelle Lee seconded, that the draft Audit report be accepted. After discussion, the motion passed unanimously.

Mark McKenney moved to accept the Treasurer's report. Maureen Romans seconded the motion and it passed unanimously.

6. Personnel committee (Patricia Raub)

We are nearly finished with the Personnel Handbook, once that is finished we'll be working on the Staff Policy Manual.

We need to establish the method of evaluating the Executive Director since that is the one position at PCL that is not evaluated by a direct supervisor.

Linda Kushner moved that the Board ratify the Executive Board's action taken at their meeting on Oct 4, 2010 of delegating the duty of evaluating the Director and reporting said evaluation to the Executive Board to a three person committee, composed of the Chairman, Vice-chairman and a board member to be appointed by the Chairman. The motion was seconded by Joan Daigle and, after discussion, passed unanimously.

Marcus Mitchell announced the appointment Mark McKenney to the committee evaluating the Director's position.

Laura Marlane has requested that two job openings be posted for half-time children's librarian positions at Mount Pleasant and Knight Memorial. Although the procedure for adding new positions is to have an administrative request for a new position reviewed by the Personnel committee and then by the Executive board before taking affect, in this case because of the immediate need for such staffing, Patricia asked that the Board act directly on this matter.

Ellen Schwartz, because of the need for immediate action, moved that the board affirm the hiring of two half time children's librarians for Mount Pleasant and Knight Memorial. Alix Ogden seconded.

In Favor: Marcus Mitchell, Patricia Raub, Ellen Schwartz, Linda Kushner, Christian Caldarone, Alan Gunther, Althea Graves, Dale Gorton, Owen Johnson, Rochelle Lee, Mark McKenney, Alix Ogden, Ken Wise, Joan Dagle, Jim Barnes, Sharon Simpson

Opposed: Maureen Romans

Motion passed.

7. Friends Council (Maureen Romans)

All friends group have scheduled informational meetings regarding the issues of the buildings. Washington Park was the first to do so and it served as a good “trial run”. Smith Hill met last week and was very well attended, with wonderful speeches from Christian Caldarone and others. The friends are distributing postcards to be sent to elected representatives. The Friends Council is available to help with the remaining information meetings.

8. New Business

There was no new business.

9. Public Comment

Karen McAninch wanted to clarify that the hiring of part-time children’s librarians would effectively bring the libraries back to their original staff count before PPL had reduced or eliminated certain positions.

Linda Kushner moved that the meeting go into executive session under RIGL 42-46-5(5). Motion was seconded by Althea Graves and passed unanimously. At 6:50pm the Board adjourned into closed session to discuss property issues

10. EXECUTIVE SESSION

Discussion of property issues.

Mark McKenney moved and Alix Ogden seconded that the meeting return to public session. The motion passed unanimously.

11. PUBLIC SESSION

Alix Ogden moved and Rochelle Lee seconded that the meeting be adjourned. The motion passed unanimously. The meeting adjourned at 7:30.

Respectfully submitted,

Linda Kushner
Secretary