

**ROGERS FREE LIBRARY
BOARD OF TRUSTEES
APPROVED**

May 19, 2022
Rogers Free Library
525 Hope Street
Bristol, RI 02809
6:30 p.m.

Present were:
Jackie Katz
Ruth Souto
Laura Cabral
Beverly Larson
Samantha Faria
Al Wroblewski

Also Present were:
Dawn Jenkin, Director
Monica Gonzalez

1. ROLL CALL FOR QUORUM

Jackie Katz called the meeting to order at 6:34pm. and noted that there was a quorum.

2. INTRODUCTION OF STAFF – New Technology Coordinator – Monica Gonzalez

a. Question and Answer

Dawn Jenkin - Monica has a background working in an academic library. Has much technology knowledge and will fit in well with the staff. Individual Trustee introductions followed.

Monica will be the new contact person for the website and will work to improve the website. She has completed the configurations for Kanopy and for Dibs and Spaces, as well as a full technology inventory of the building, and is learning how OSL works, etc. She will work to improve how RFL trustee minutes are posted on the web for public viewing. She is keeping track of web traffic through WordPress and Google Analytics. RFL web traffic is currently half of our foot traffic.

Beverly Larson - What attracted you to this job?

Monica Gonzalez- While attending Eastern Nazarene College she became the student who helped out in the library and began working there.

Al Wroblewski - What is the scope of your job?

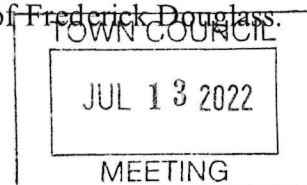
Monica Gonzalez - Maintaining the RFL Website, eventually managing social media, setting up tech help classes, etc.

Dawn Jenkin - We will eventually train and add “tech tutors” where patrons can get tech assistance, and staff training.

Jackie Katz - Welcome Monica!

3. REVIEW/AMEND/APPROVE MINUTES OF PREVIOUS MEETING

Beverly Larson requested we amend the minutes and fix the spelling of Frederick Douglass.



Beverly Larson made a motion to approve the April 21, 2022 minutes; seconded by Ruth Souto; Roll call vote all in favor, motion carries.

4. CHAIR REPORT

Jackie Katz – Dawn Jenkin and Jackie Katz met for the 90 Day Director Check-In; Things have been going well. Dawn has made an incredible impact, but Dawn's request is that we, as Trustees, continue to support her through the highs and lows. Dawn's accomplishments in these 90 days are amazing.

Ruth Souto - Dawn has been able to really transform and push the library forward.

Beverly Larson - Echoes Ruth's sentiments; Dawn exhibits mature and modern leadership and she has great confidence in her; deliverables plan is ambitious.

Samantha Faria - Appreciates Dawn's communication and transparency.

Al Wroblewski - Confident in Dawn's leadership and it is crucial to RFL forward progress. Wants Dawn to feel confident that Trustees believe in her.

Jackie Katz - We have an extremely active board; thanks to the Trustees for their commitment to committee work - each Trustee is on at least one committee. Will be forming a Strategic Planning Subcommittee - Al will Chair; Beverly and Jackie Katz will also sit on the committee. The Strategic Planning Committee is meeting bi-monthly.

Beverly Larson - The Strategic Planning Subcommittee will ensure that we are meeting our targets as expected and will make the process dynamic.

Ruth Souto - has similar experience with an action plan that a committee oversees - it is fabulous work.

Samantha Faria - Questions if there is a list in Google Drive of the RFL Trustee Committees. Jackie will add a list of Committees and Subcommittees to the Google Drive.

5. LIBRARY DIRECTOR REPORT

Trustees have been provided an advance copy of the library director report to review. In addition, Dawn provided the following updates and highlighted the points below:

Dawn Jenkin –

Roof Update: Printed out a timeline of the RFP timeline and distributed to the Trustees. Jackie will add a copy to the Google Drive. It is a good idea to file it away with Trustee materials.

Had a meeting with Merritt Meyer on the roof process and is not interested in breaking the roof project into two parts. June 22, 2022 is bid opening.

Custodial Update: There have not been many applicants for the position. Carpet needs commercial cleaning; From the state approved list, Dawn requested a cleaning contract of 12 hrs per week. Current custodian is handling maintenance. Will move forward with a hybrid of commercial cleaning service and RFL maintenance.

Summer Reading:

Warren would like to join our Summer Reading program since they are down a Children's/Youth Services librarian.

Beverly Larson - Can Warren contribute financially to the Summer Reading Program?

Dawn Jenkin - Barrington would like to collaborate on a Barrington, Warren, and Bristol scavenger hunt.

Chamber of Culture: "Chamber of Culture" Breakfast is coming along nicely. This will give town departments and entities a brief opportunity to discuss their upcoming programs. This will prevent overlap and conflict of town-wide events. Date: June 1, 2022; Breakfast at 8:00am, meeting starts at 8:30am and is funded by Friends of Rogers Free Library. Beyond a town-wide calendar, this type of community planning can be done a few times a year, will strengthen community relations and will help make RFL the hub of the town.

Compliments: Islamic Display made a children's room patron feel very welcome!

Ruth Souto: What is the plan to observe Juneteenth?

Dawn Jenkin: Juneteenth is on a Sunday this year. While it has not yet been named as a state holiday, many are questioning how RFL will observe it. We will be working to plan an observation.

Beverly Larson: Recommendation for our next calendar vote, we should consider Juneteenth as a holiday.

Deliverables: Depending on how much information Trustees are looking for, Dawn can share this info every 6 months or so.

Beverly Larson - This is so important and will help guide grant funding.

6. FINANCIAL REPORT – Discuss and Vote

Beverly Larson - about the print expenditure, will we be able to fully expend the budget if we are currently approximately 60% or 70% expended

Dawn Jenkin - has asked staff to get orders in by the end of May to get orders in and encumber the budget money.

Jackie Katz - Notes that funds not spent, do not roll over to the next fiscal year.

Dawn Jenkin - Notes that utility budgeting is handled by the town

a. Approve April Report

Laura made a motion to approve the April Financial Report; seconded by Al Wroblewski; Roll call vote – all in favor, motion carries.

7. OLD BUSINESS

Strategic Planning Update

Dawn Jenkin - Strategic Planning Committee has looked at Core Values and Core Assumptions; at the next meeting they will continue going over the Strategic Plan; will

go over data that has been collected, and review the old Strategic Plan to decide what will be kept, and what will the goals moving forward be?

Roof Repair Update

No questions

8. NEW BUSINESS

Liaison Reports

Friends of RFL – Ruth Souto

Ruth Souto - Friends have not met since the last RFL meeting, but will meet in June

Grant Oversight Committee – David Swanson and Laura Cabral

Laura Cabral - Trying to schedule a Grant Oversight meeting - date is TBD, but Dawn and Laura will meet to go over specific areas of the Grant Program that need to be addressed

Director Evaluation Committee Report – Ruth Souto

Ruth Souto - Director Evaluation Committee met:

- Their assessment is the procedure set in place last year is still relevant and sound; discussed with Dawn and she is also in agreement
- Feedback and comments after the last director evaluation have been taken into consideration and have been included in the evaluation. There is a space for Trustees signatures
- The final evaluation tallied by chair will have a space for Library director and chair signature.
- It is recommended that the evaluation take place in January, and then institute a 6 month check in with the Chair and Vice-Chair similar to the 90 day check in.

Beverly Larson - Director Evaluation timeline is practical and valuable. She expressed concerns about being able to evaluate internal dynamics and noted that during the last evaluation.

Samantha Faria - Questions the potential opportunity to get feedback from staff

Al Wroblewski - Different from staff input is to look at operational performance

Dawn Jenkin - For the future, she is considering a staff survey to collect data as an indicator of culture, etc.

Trustees discussed pros and cons of anonymous vs. identified surveys.

Al Wroblewski - We should take Beverly's feedback regarding internal dynamics and staff interaction and revisit that.

Food and Beverage Policy – Discuss and Vote

Dawn Jenkin - Policy was posted on the website for the public - no comments

Ruth Souto made a motion to approve the Food and Beverage Policy; seconded by Samantha Faria, –all in favor, none opposed, motion carries.

9. EXECUTIVE SESSION - Pursuant to R.I. Gen. Laws § 42-46-5(a)(1), Rhode Island's Open Meetings Act

Beverly Larson made a motion to enter into Executive Session, seconded by Ruth Souto at 8:49pm; all in favor, none opposed, motion carries.

- **Personnel Issue**

Beverly Larson made a motion to exit Executive Session, seconded by Ruth at 8:57pm; all in favor, none opposed, motion carries.

No votes were taken.

10. MEMBER PREROGATIVES

Samantha Faria - referenced a Smithsonian article about a innovative Memphis Library: <https://www.smithsonianmag.com/innovation/memphis-created-nations-innovative-public-library-180978844/>

Jackie Katz - We need to develop processes/guidance for Chairperson to guide the way

Dawn Jenkin - What are we doing for our Intranet? We need to decide. What are our daily, weekly, monthly, quarterly, etc. tasks to be accomplished.

Beverly Larson - Suggests the leadership team meet and look at past minutes for guidance.

Jackie Katz - Jackie Katz will be chair through 2023, but we need to prepare of incoming chair and prepare them to take on this important leadership role

Samantha Faria - In her experience having a “immediate past President/Chairperson” who stays on the board is helpful

11. PUBLIC COMMENT

No public comment.

12. NEXT MEETING DATE: The Next Meeting date will be **June 16, 2022**

13. ADJOURN

Beverly made a motion to adjourn; seconded by Ruth; Roll call vote – all in favor, none opposed, motion carries. Meeting adjourned at 8:58 pm.

Respectfully submitted,

Laura A. Cabral