

**ROGERS FREE LIBRARY
BOARD OF TRUSTEES
(APPROVED)**

March 17, 2022
Rogers Free Library
525 Hope Street
Bristol, RI 02809
6:30 p.m.

Present were:
Jackie Katz
Ruth Souto
Al Wroblewski
David Swanson

Also Present were:
Dawn Jenkin, Director
Jackie O'Brien, Assistant Director

Absent were:
Beverly Larson
Laura Cabral
Samantha Faria

1. ROLL CALL FOR QUORUM

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

2. REVIEW/AMEND/APPROVE MINUTES OF PREVIOUS MEETING

Ruth Souto made a motion to approve the February 17, 2022 minutes as amended; seconded by Al Wroblewski; Roll call vote – all in favor, motion carries.

3. CHAIR REPORT

Jackie Katz – No Chair Report

4. REPORT OF THE LIBRARY DIRECTOR

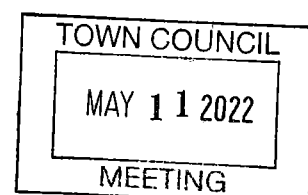
Dawn Jenkin – Spoke about our UEI Number and DUNS Number and their importance for putting through and receiving State and Federal Government Grants.

Dawn Spoke about the Mezzanine clean out by staff. Staff did a fantastic job in getting everything either thrown out or relocated. The clean out was due to the roof leak and moisture has been coming into the insulation and ceiling tiles. DPW will be coming in on Monday morning to take down ceiling tiles and insulation.

Ruth Souto asked about the Tech Coordinator's position with regards to who posted this position and where. Dawn stated that the position was posted on the Town's website and in the paper by Christine Jocelyn, HR Director for the Town and Jackie O'Brien posted the position on OSL. A discussion on this position.

5. FINANCIAL REPORT

There was a brief discussion on the previous month's financial report regarding accounting details.



Dawn explained where we are in the Budget and an accounting for the rest of the fiscal year. **David Swanson made a motion to approve the February Financial Report; seconded by Al Wroblewski; Roll call vote – all in favor, motion carries.**

6. OLD BUSINESS

Strategic Planning - Jackie Katz – We met with the consultants from ESC. All meetings will be kept to 90 minutes. There was a discussion on the Strategic Plan.
Dawn – Would like to change the name of Strategic Plan to Dream in Action.

7. NEW BUSINESS

- **Liaison Reports - Friends of RFL – Ruth Souto** – Friends are meeting on April 6th.
- **Grant Oversight Committee –David Swanson** – We don't have a report. The deadline for Grants was March 15th, so their meeting will be Friday, March 18th to discuss.
- **New Grants** - None
- **Budget Update – Dawn** – Will not be asking for an increase, but she will be letting the council know that she is just coming in with just over a month as Director. She will be addressing the situation with salaries without solutions. She is studying where we need money and where we can innovate to save the Town money. There was a discussion on Grant-In-Aid and salaries.
Interim Food & Beverage Policy – Dawn – We currently don't have a food and beverage policy. Dawn does understand that the food and beverage policy has to get fast tracked through the Policy Committee. Lidded beverages and bag snacks for adults and adult supervision for children. This policy is separate from our meeting rooms. There was a discussion on food and beverages policy.
Jackie Katz – Feels that it would be reasonable to have the Policy Subcommittee meet prior to our April Trustees meeting. The Policy Subcommittee members are: Beverly Larson, Ruth Souto and Samantha Faria

8. MEMBER PREROGATIVES

None

9. PUBLIC COMMENT

None

10. NEXT MEETING DATE: The Next Meeting date will be **April 21, 2022**

11. ADJOURN

Ruth Souto made a motion to adjourn; seconded by David Swanson; Roll call vote – all in favor, motion carries. Meeting adjourned at 7:57 pm.

Respectfully submitted,

Jackie O'Brien