

**ROGERS FREE LIBRARY
BOARD OF TRUSTEES
APPROVED**

April 21, 2022
Rogers Free Library
525 Hope Street
Bristol, RI 02809
6:30 p.m.

Present were:

Jackie Katz
Ruth Souto
David Swanson
Laura Cabral
Beverly Larson
Samantha Faria
Al Wroblewski

Also Present were:

Dawn Jenkin, Director
Jackie O'Brien, Assistant Director

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2022 MAY 20 PM 2:16

1. ROLL CALL FOR QUORUM

Jackie Katz called the meeting to order at 6:31 p.m. and noted that there was a quorum.

2. REVIEW/AMEND/APPROVE MINUTES OF PREVIOUS MEETING

Laura Cabral made a motion to approve the March 17, 2022 minutes; seconded by Samantha Faria; Roll call vote – 6 in favor, 1 abstention; motion carries.

3. CHAIR REPORT

Jackie Katz – Attended, former Trustee, Bob Arruda's wake earlier this evening, his funeral will be held tomorrow. A donation will be made to the RI Alzheimer's Organization on behalf of the Trustees.

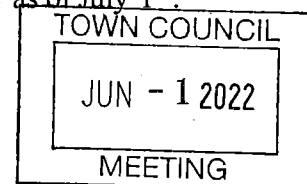
Jackie thanked Dawn on the banner at the top of RFL's website acknowledging Bob Arruda with a memorial accompanying the banner.

Jackie Katz - To do a 90 day check in with Library Director, Dawn Jenkin. This will be done in the next couple of weeks. **Jackie Katz** to reconvene the Director Evaluation Committee in the next month or two.

4. REPORT OF THE LIBRARY DIRECTOR

Dawn Jenkin – There was a problem with the wiring on the third floor to the upstairs conference room along with the two new quiet studies. The wiring was part of the Friends remodeling project. There are also gaps in the glass walls that were never filled. The Friends talked about that being discretionary spending.

Al Wroblewski – Asked how the IT Coordinator search was going? Dawn stated that all the interviews have been completed and that we have picked our candidate. The salary for the IT Coordinator position will be at \$45,000/yr., and will get a 2% increase as of July 1st.



Dawn stated we have a lot going on, we are putting everything on ADP, training staff to use ADP, etc. Dawn is asking staff for numbers every month, with circulation, and believes that this should be coming from 1 unit and/or 1 team. She is also doing an annual report to the community with stats that are the same stats that are supplied to the state. **Ruth Souto** – Would like to see the annual stats that are supplied to the state.

Beverly Larson – Had a question regarding registration - She would like to know how many new card holders and how are they signing up, such as; walk ins at an event, etc.

Dawn Jenkin – We just received a people counter for the back door. Approximately 200 visits per day. Dawn spoke about Youth, Teen and Adult Services and what is coming up. She stated that we will be purchasing DVD Players as well as a Blu Ray DVD Player, Kanopy, Niche Academy and Dibs & Spaces. Dawn would also like two Go Pros, a converter to convert VHS to DVD or DVD to Digital. With all of this, Dawn will be working on who will be in charge of this, and figuring out where would we store this “Maker Space”?

5. FINANCIAL REPORT

Dawn explained there's a level of detail missing, such as encumbrances. We will be purchasing a DVD cleaning machine. There was a discussion on appropriations and the budget.

Samantha Faria made a motion to approve the March Financial Report; seconded by Laura Cabral; Roll call vote – all in favor, motion carries.

6. OLD BUSINESS

- **Strategic Planning - Dawn Jenkin** – Felt that we needed to take a two month break from ESC Consultants.
- **Budget Update** – Town Council gave us everything that we asked for.
- **Roof Repair Update** – The architects will be coming in on May 1st with bid specs.

7. NEW BUSINESS

- **Liaison Reports - Friends of RFL – Ruth Souto** – Ruth and Dawn went to the Friends meeting on April 6th and it was a successful meeting. The Friends focus will be on programming that Dawn gave them.
- **Grant Oversight Committee – Laura Cabral and David Swanson** – Met with them a few days before the Friends meeting on April 6th. Dawn gave great oversight on how the overhead would work. The Grant Oversight Committee has a new member, Steve Aveson, he is also the newest member of the Friends. He is working through the Grant Oversight Committee process. Without getting too far into every aspect of the Grant process, there was a discussion on the Friends understanding of how the Grants have a big impact on the library and staff. Funds from the Friends cannot impact the appropriations from the Town. Also, who goes back to talk to the person submitting the Grant?

Beverly Larson – The Board appreciates the new format of reporting the Grant request summary. Greatly appreciate the time given the Grants that are sent to the Trustees for review/approval.

- **New Grants - Discuss and Vote on the Following:**
- **Dibs & Spaces** – This will help with our registrations, event registrations and room reservations.

Dave Swanson made a motion to approve this Grant up to \$3,500; Beverly Larson seconded it; Roll call vote – all in favor, grant approved.

- **Niche Academy** – This will be great for library training videos and we could create our own public facing side on our website. The public would have access to watch tutorials.
David Swanson made a motion to approve this Grant up to \$2,200; Ruth Souto seconded it; Roll call vote – all in favor, grant approved.
- **Page to Podium** – This Grant has been tabled.
- **Beyond** –
Laura Cabral made a motion to approve this Grant; Ruth Souto seconded it; Roll call vote – all in favor, Grant approved.
- **Kanopy** – Standard in public libraries. The Bristol/Warren School district has a version of Kanopy that they are currently using. This is a streaming service for the library. They have a lot of films. They have a sliding scale on pricing - \$12,000 would be for 2 years. There is also, Kanopy Kids that has 2,000 shows for kids to watch. There would be a \$5 charge, but they would get 30 days to watch.
Beverly Larson made a motion to approve this Grant up to \$12,000; Laura Cabral seconded it; Roll call vote – all in favor, Grant approved.
- **Donna Bruno** – Is well read and knowledgeable and writes for the Phoenix. Dawn and Donna will come up with a theme. Biography Theme/Book Club
Beverly Larson made a motion to approve this Grant from \$500 - \$1,500; Ruth Souto seconded it; Roll call vote – all in favor, Grant approved.
- **Susan Battle – Linden Place** – Event on Frederick Douglass there would be an author fee, probably a Yale historian.
Beverly Larson made a motion to approve this Grant up to \$2,890; Samantha Faria seconded; Roll call vote – all in favor, Grant approved.
- **Jay Heard** – An illustration of the history of the pencil – Denied.
- **Susan Tacent** – Adult Book Club from September to May.
Al Wroblewski made a motion to approve this Grant; Beverly Larson seconded; Roll call vote – all in favor, Grant approved.
- **Story Walk with Ruth Maille** –
Catherine Murray did a follow up and spoke to Mt. Hope Farm, which is very enthusiastic about this but their Board meeting was last night, April 20, 2022, and we haven't heard how they voted on this. An email from Catherine Murray dated April 7, 2022 was read stating: The Friends did an email vote and all were in favor of this Grant up to \$6,000.
David Swanson made a motion to approve the Story Walk Concept Grant as presented provided that the stipulations previously stated from the November 18th Board of Trustees meeting still stand and those stipulations are: 1) The Library Director or his/her designee has final approval of the books selected. 2) Books selected need not be limited to just local authors; there will be times where nationwide authors would work better. 3) Adding

one additional stipulation, that the signage is designed in partnership with Rogers Free Library and support of the Friends of Rogers Free Library; Samantha Faria seconded it; Roll call vote – all in favor, Grant approved.

- **Policy Sub-committee Update** – There was talk about the Food and Beverage Policy. Per Dawn, there will be a larger Food and Beverage Policy that will be done by May 6th or 7th. Dawn will also be delivering a draft copy of the Meeting Room Policy before the May 6th or 7th meeting. There was a discussion on policies and per Jackie Katz, the Trustees will revisit every Policy and once a Policy has been approved by the Trustees, the approval date will be on the bottom of the page of said Policy.
- **Approval of the New Circulation/Technical Services Manager Job Description** – Ruth Souto would like the Job Description to read: Technical Services/Circulation Librarian.
Ruth Souto made a motion to approve the Job Description listed as: Technical Services/Circulation Librarian; Beverly Larson seconded it; Roll call vote – all in favor, motion carries.
- **Technical Services/Circulation Librarian** – New Job Title and pay increase to start for the person already in this position. This is to go into effect on May 1, 2022.
Samantha Faria made a motion to have the New Job Title and Increased Salary go into effect on May 1, 2022; David Swanson seconded it; Roll call vote – all in favor, motion carries.
- **RI Grant-in Aid Full Funding – Request for Town Council Resolution** – The Town Council unanimously passed this resolution for full funding which gives the library \$23,000 more.

8. MEMBER PREROGATIVES

None

9. PUBLIC COMMENT

None

10. NEXT MEETING DATE: The Next Meeting date will be **May 19, 2022**

11. ADJOURN

Ruth Souto made a motion to adjourn; seconded by Beverly Larson; Roll call vote – all in favor, motion carries. Meeting adjourned at 9:33 pm.

Respectfully submitted,

Jackie O'Brien