

**ROGERS FREE LIBRARY
BOARD OF TRUSTEES**

**MEETING MINUTES
APPROVED**

**Rogers Free Library
525 Hope Street
Bristol, RI 02809
6:30 pm
October 20, 2022**

1. CALL TO ORDER/ATTENDANCE/ROLL CALL FOR QUORUM

Ruth Souto called the meeting to order at 6:30 PM, and noted that there was a quorum.

2. REVIEW/AMEND/APPROVE MINUTES OF SEPTEMBER 15, 2022 PREVIOUS MEETING

Beverly Larson made a motion to approve the September 15, 2022 meeting minutes. Samantha Faria seconded the motion; roll call vote - unanimous in favor, motion carries.

3. CHAIR REPORT

Thank you Ruth and Al for dedicating so much time and energy to our new Trustee Search Committee.

Thank you to Beverly and Ruth for taking the time to participate in two Meet and Greets with the final two candidates for Assistant Director.

Thank you Laura for taking on the added responsibility of posting the minutes and agendas with the Secretary of State office.

The 2023 meeting dates are posted in the Google folder. We will continue with meeting the third Thursday of each month at 6:30pm. Please let me know if you are unable to attend any of the meetings.

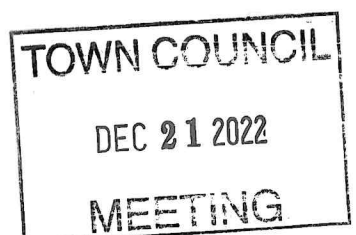
It has been a busy month and I want each of you to know how much I value your input, time, and commitment to this board. Great things are happening and I'm thrilled to be experiencing all of it with you.

4. LIBRARY DIRECTOR REPORT

- Magazines - currently spending \$6,000 on subscriptions; prioritizing and overhauling the collection and will communicate with the public about what is being discontinued
- Personnel update; two resignations may lead to potential reorganization of roles

5. FINANCIAL REPORTS – Discuss and Vote

- Approve July Report
- Approve August Report



Al Wroblewski made a motion that given the transition to the Town of Bristol's new accounting system, we do not have July and August reports, therefore we will use the quarterly report in our due diligence, seconded by David Swanson; roll call vote - unanimous in favor; motion carries.

- **Approve September Report**

Al Wroblewski made a motion to accept the September financial report pending clarification of Expense 802 46210 Natural gas (181.41) and 400 48500 Expenditures (\$2,500.00), Beverly Larson seconded the motion; roll call vote - all in favor; motion carries.

- **Approve Year End 2021-2022 Report**

Al Wroblewski made a motion to accept the 2021-2022 year end report, Samantha Faria seconded the motion; roll call vote - unanimous in favor, motion carries.

- Dawn Jenkin is working with the Friends of Rogers Free Library to clean up the accounting process; a suggestion was made to consider electing a Treasurer to the RFL Board of Trustees in the future.

6. OLD BUSINESS

- **Roof Repair Updates**

- a) Two funding opportunities still pending:

Pandemic Recovery coronavirus capital project fund (US treasury) - waiting to hear status; money received would go toward updating mezzanine and the roof (if we don't receive the Champlin Foundation grant)

- b) Champlin Foundation - funds that were granted will be lost if we do not spend by the end of December (unless an extension is granted).

- **New Trustee Search Committee**

The Trustee Search Committee consists of Ruth, Al, and Jackie. Jackie serves as chair.

Ad for a new Trustee was posted in the Bristol Phoenix, on the library website, included in the library newsletter, and spread through word of mouth. The information was posted for 30 days (September 1-September 30.) The deadline to submit resumes closed on September 30; 3 resumes were received.

The committee met to discuss interview questions and interview dates for the three candidates. All three candidates were interviewed. The committee discussed their qualifications, volunteer experiences, and value they could add to the board.

Jackie Katz will send out emails to all the candidates and notify them about the committee's decision. Recommendation to appoint Marie Knapman will be made to the Town Council for the December meeting.

7. NEW BUSINESS

- **Friends of RFL Liaison Report** – Ruth Souto

Friends of RFL have not met since the last Board of Trustees meeting but recently the Friends proposed sending out a newsletter. Trustees briefly discussed logistics of Friends newsletter; should put this on a future agenda and discuss/vote

- **Grant Oversight Committee Report**– David Swanson and Laura Cabral

Dawn plans to submit a research package request to Friends for possible funding:

- Newsbank
- Opposing Viewpoints
- NYTimes.com

Next Grant Oversight Committee Meeting is Oct 27, 2022 and Community Grant applications are due Oct 25, 2022 and will be shared with the Trustees for approval prior to the November 17, 2022 meeting.

Trustees request that the Liaison to the Friends request any trustee approved and director submitted grant requests be considered electronically if no regular meeting is scheduled to take place within 30 days.

- **Strategic Planning Committee Report:**

Strategic Planning Committee has not met; no update; next meeting date has not been scheduled. ESC - Dawn spoke to Lynn Post; they are willing to help us, but will not refund us. Dawn will coordinate a future meeting date soon.

- **Bylaw Committee Report – Ruth Souto**

The bylaws subcommittee (Jackie, Al, and Ruth) met to review existing bylaws (last modified 2019).

The goal of this subcommittee is to propose changes and make updates where needed. Wi

- **Board of Trustee Member Rotation Cycle:**

Will meet again late Oct/early November and then update at the November meeting for further discussion or action. Contact Ruth Souto with any ideas or suggestions.

- The Trustees have built in a 3 year rotation into the bylaws, however there are some unintended consequences of the restructuring and addition of the term limits. Suggestion made to create an operations manual for Trustee Leadership.
- Annual Meeting is held in June and officers are elected at this time. Proposal to reconfigure Trustee terms to begin July 1 with elections taking place in June. Potential restructuring to have Chairperson, Vice Chairperson, and an Immediate Past Chairperson.

- **Policy Sub Committee:**

Collection development policy is necessary for book challenges, also need a procedure for handling a challenge

Dawn is doing a program for American Association of University Women: will reach out to other local libraries

- **Sunday Hours:**

RFL has been given approval by the town for Sunday Hours. Brief discussion about the consideration for adding Sunday hours. It was noted that employees are paid time and a half on Sundays, and currently it does not appear there is a need/demand for Sunday hours.

8. MEMBER PREROGATIVES

9. PUBLIC COMMENT

No public comments were made.

10. NEXT MEETING DATE: November 17, 2022

11. ADJOURN

Beverly Larson made a motion to adjourn, seconded by David Swanson; roll call vote - unanimous in favor; motion carries. Meeting adjourned at 9:02pm