

**ROGERS FREE LIBRARY**  
**BOARD OF TRUSTEES**

**November 17, 2022**  
**Meeting Minutes**

A meeting of the Trustees of Rogers Free Library was held on Thursday, November 17, 2022, at 6:30 PM at Rogers Free Library, 525 Hope Street Bristol, RI.

Present:

- ☒ Laura Cabral
- ☒ Samantha Faria
- ☒ Dawn Jenkin, Director
- ☒ Jackie Katz
- ☒ Charlotte Knight, Assistant Director
- ☒ Beverly Larson
- ☒ Ruth Souto
- ☒ David Swanson
- ☒ Al Wroblewski

**1. CALL TO ORDER/ATTENDANCE/QUORUM**

Jackie Katz called the meeting to order at 6:27pm and noted there was a quorum.

**2. INTRODUCTION OF STAFF – New Assistant Director – Charlotte Knight | Question and Answer**

Welcome Charlotte Knight who has joined us as Assistant Director.

**3. REVIEW/AMEND/APPROVE MINUTES OF PREVIOUS MEETING**

Beverly Larson made a motion to approve the minutes of the October 20, 2022 meeting, seconded by Ruth Souto. Roll call vote - all in favor. Motion passes.

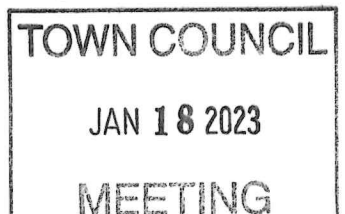
**4. CHAIR REPORT**

Marie Knapman will be the new Trustee recommended to the Town Council for appointment on December 28th.

Many thanks to David Swanson for the years he has served as a Trustee and for his work on various subcommittees - most recently the Grant Oversight Committee. He is cycling off as his term limits are up. Al Wroblewski will replace him on the Grant Oversight Committee.

**5. LIBRARY DIRECTOR REPORT**

The library's sprinkler system has been winterized. We now know that Clear Water Irrigation handles maintenance of the system.



We experienced a temporary “outage” of the phone system. Working with Cox to understand the required, necessary upgrades to our VoIP system. This equipment has a life span that has not been previously evaluated. Phone system will possibly be upgraded. We will also need to consider joining the OSL phone system, as has been suggested by OSL technology staff.

The fire and sprinkler system passed its quarterly test. I was able to get a better understanding of the mechanics of the system at this time.

Monica has selected a contractor (DGI) with whom we will be doing a walkthrough on the Herreshoff Room renovation project. They will create a proposal and we will bring it back to the Providence Journal Foundation for consideration. This is a capital improvement project that Dawn will run by the town. There is a possibility that the Friends might make a matching contribution for up to \$50,000.

Roof project will be fully funded by the Champlin Foundation - \$190,000. We are still awaiting a start date for the roof project. Materials and services coordination is in progress.

Dawn will be attending the upcoming ALA Library Director Summit.

Dawn was invited to the Bristol Art Museum reception on December 4, 2022.

We need to revisit the topic of holidays for library staff. There has been some prior discussion around instances where the library schedule differs from that of the Town (e.g., Election Day), but we should revisit this discussion as we move into a new calendar year. This is an example of a situation where a “Shared Services Agreement” with the Town of Bristol would be beneficial. The town is closed Dec. 24, 25, 26 and Monday, Jan. 2, 2023. Library is scheduled to be open 9-5pm on NYE but we would prefer to close at 3pm.

ADP is an issue. The app tracks your location and requires a two factor authentication. Dawn will check in with Human Resources about it and see what the options are to work out some of these issues.

Dawn and Charlotte reviewed financials and YTD spending,, particularly with regard to salaries. We have created comparisons with state averages recently revealed by OLIS. Part time staff are slightly above average pay Dawn is compensated appropriately within the state. Full-time staff are below average salary.

Dawn and Charlotte are making progress to create proper cash deposit and management procedures. Many thanks to the Town’s Treasurer, Sara Hassell and Bookkeeper, Fran Pray, for their guidance and assistance.

The Friends continue to receive donations on behalf of the library on a regular basis from bequests to foundation gifts.

Dawn has suggested a budget subcommittee or a Trustees treasurer to give support to financial oversight.

## **6. FINANCIAL REPORT – Approve October Report - Discuss and Vote**

Beverly noted still some issues with the Natural Gas line (802 46210 Natural Gas) - (\$745.10). Original Budget and Amended Budget both \$0.00. Month to Date \$563.69 and YTD Actual \$745.10. Dawn states \$2,500 is the amount the town anticipates spending. RFL utilities are paid by town and not paid by RFL, however Dawn would like to be able to monitor usage. Water consumption is a separate bill.

Al would like the financial report to indicate what "percentage of the year passed" like it used to.

Dawn would like to be able to search by vendor in the accounting software; she also needs to have more control in the accounting software with more granularity and accounting detail.

Samantha Faria made a motion to approve the October financial report, seconded by David Swanson. Roll call vote - all in favor. Motion passes.

## **7. OLD BUSINESS**

Roof Update - hopeful that work can begin as early as next week. The work can all be done in the winter. 3 library parking spots (blue) will be used for staging area for materials. The sidewalk that people use from the municipal lot to the post office will be closed. A request has been made for signage so the public is aware.

## **8. NEW BUSINESS**

Ruth Souto made a motion to add an agenda item under new business for immediate holiday hours. Seconded by Beverly Larson. Roll call vote - all in favor. Motion passes.

Ruth Souto made a motion to have the library close early on December 31 at 3pm and fully close on January 2, 2023 to align with the town office schedule. Roll call vote - all in favor. Motion passes.

## **Liaison Reports**

### **Friends of RFL – Ruth Souto**

Very productive meeting; approved all grants except Tinkergarten. BookFest was discussed at length - because the funding request had increased to \$10,000. BookFest reps were present to answer questions a lot on the inclusion of RFL in planning, etc. Friends of RFL endorse tuition assistance funding. Library initiated grant proposals should go to Trustees for approval/vote and then on to the Friends for approval/funding. Library received \$4,500 donations in the last 3 weeks. Beverly would like to propose to have Friends vote electronically if no Friends meeting is scheduled within 30 days of a grant request.

### **Grant Oversight Committee – David Swanson and Laura Cabral**

- **eSports** - Beverly Larson made a motion to approve the eSports grant. Ruth Souto seconded the motion; Roll call vote - all in favor, except Laura Cabral, who abstained from the vote. Motion passes.
  - Discussion: Al - Many thanks to Laura Cabral for her commitment and leadership with the new eSports collaborative program with MHHS.
- **MHHS Bristol Art Museum** - MOU needed with Bristol Art Museum. Ruth Souto made a motion to approve the Bristol Art Museum grant up to \$2600, Beverly Larson seconded; Roll call vote - all in favor. Motion passes.

- **Bristol BookFest** - David Swanson made a motion to fund BBF up to \$10,000 for 2022; the board of Trustees discourages multi-year requests and there should be no expectation of future funding. Additionally, the library's role in BBF is at the discretion of the library director. Ruth seconded the motion. Roll call vote - all in favor. Motion passes.
- **Conversations for Caregivers** - Beverly Larson made a motion to approve the amended grant proposal for 6 sessions up to \$2,900. Ruth Souto seconded the motion; Roll call vote - all in favor; Motion passes.
- **Tinkergarten** - Beverly Larson made a motion to reject the grant application with no additional research time. Ruth Souto seconded; Vote: 6-1 motion passes; Al Wroblewski votes in opposition (of rejecting).
- **Staff End of Year Bonus** - David Swanson made a motion that in appreciation of our hardworking library staff (and in light of high inflation in 2022) the Trustees, in association with the Friends Rogers Free Library, accord the library staff a one time year end bonus for the full time and part time staff. This total amount will be up to \$7,000; seconded by Samantha Faria. Roll call vote - all in favor. Motion passes.

#### **Strategic Planning Committee**

Ruth Souto made a motion to table the next strategic planning committee report until the next meeting. Samantha Faria seconded. Roll call vote - all in favor. Motion passes.

#### **Bylaw Committee Report**

Ruth made a motion to table the Bylaw Committee Report and Vote to the next meeting. Beverly Larson seconded. Roll call vote - all in favor; Motion passes.

#### **Revised Bylaws – Discuss and Vote**

#### **9. MEMBER PREROGATIVES**

Beverly Larson suggested fully closing the library on December 30th for a full day staff training.

#### **10. PUBLIC COMMENT**

No public in attendance. No public comments made.

#### **11. NEXT MEETING DATE:**

December 15, 2022

#### **12. ADJOURN**

Beverly Larson made a motion to adjourn the meeting, seconded by Samantha Faria. Roll Call vote - all in favor. Motion passes. Meeting adjourned at 9:21pm.

Respectfully Submitted,

Laura Cabral

Secretary | Rogers Free Library Board of Trustees