

**ROGERS FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
APPROVED**

Rogers Free Library  
525 Hope Street  
Bristol, RI 02809  
6:30 p.m.  
Sep 15, 2022

**Present:**

Jackie Katz  
Ruth Souto  
Beverly Larson  
Samantha Faria  
Al Wroblewski  
Beverly Larson  
Laura Cabral  
Dawn Jenkin, Director

**Absent:**

David Swanson

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

Jackie Katz called the meeting to order at 6:30pm, and noted that there was a quorum.

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

- Personnel Issue

Beverly Larson made a motion to enter Executive Session; seconded by Ruth Souto. Entered Executive Session at 6:30pm.

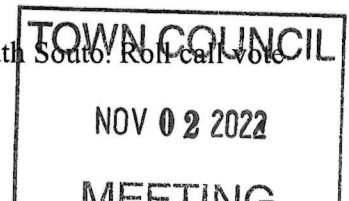
Ruth Souto made a motion to exit Executive Session; seconded by Beverly Larson. Executive Session ended at 7:41pm

Ruth Souto made a motion to ask the Friends for funding to purchase security cameras for the courtyard (up to \$1,000) for equipment and ongoing expenses for the eminent security of our staff. Beverly Larson seconded: Roll call vote unanimous in favor, motion carries.

Beverly Larson made a motion to extend two comp days to Dawn to use at her discretion (full or part days) for up to 15 hours to compensate her for the extra hours she worked recently. Seconded by Ruth Souto. Roll call vote unanimous in favor, motion carries.

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

Al Wroblewski made a motion to approve the August 18, 2022 minutes; seconded by Ruth Souto: Roll call vote - unanimous in favor, motion carries.



#### **4. CHAIR REPORT**

Nothing new to report.

#### **5. LIBRARY DIRECTOR REPORT**

First database Dawn would like to propose is Newsbank.

Discussion about youth behavior in the library: Dawn is working collaboratively with the schools, elementary and KMS students to handle it and offer positive reinforcement when appropriate.

Two chromebooks have not been returned (both worth \$400.00). RFL needs to consider how to pursue this issue Options include: Follow up with collection agency, write off the loss, block patrons from borrowing future materials, etc. A circulation policy detailing this needs to be developed.

Friends are paying for digitalization of the Bristol Phoenix - Dawn is looking into what this will look like in the future.

Brief discussion regarding possibly two new policies: 1) dogs (animals) in the library 2) circulation limits for special circumstances

Dawn will soon be elected chair of the New England Intellectual Freedom Committee.

State report: A waiver has been submitted for the Strategic Plan. Early data shows a dramatic increase in circulation and a drop in database usage.

Room use policy: Decision not to allow “for profit” groups to use available library space for the first year.

HVAC was a preliminary report - our situation may not be as eminently dire, but we plan to have all units evaluated so when we have a capital fund meeting we will have a plan for replacement/repair.

Three applicants for the Assistant Director position with 1 week left; there are a few options as this position is restructured. Recommendation for Trustees to be involved in the hiring process. Job posting will be posted in a few more places for more online attention.

Dawn should have necessary info from the Town of Bristol on Friday, September 16, so Dawn can submit Grant in Aid Application for Monday, September 19, 2022.

#### **6. FINANCIAL REPORT – Discuss and Vote**

Votes on financial reports tabled until the October meeting.

#### **7. OLD BUSINESS**

##### **Roof Repair Update**

##### **New Trustee Search Committee**

1 candidate has applied thus far - posting is in the Bristol Phoenix next week.

Position was posted in Sept; plan to interview in Oct/November and plan to give the Town Council a recommendation in November/December for their agenda and for the new Trustee to start January 1, 2023.

## **8. NEW BUSINESS**

### **Liaison Reports**

#### **Friends of RFL – Ruth Souto**

“Schedule of limits” approach to Friends Funding is a sign of progress. Structure limits/funding categories have been established; Trustees agree with the document in concept, but matters of “case by case basis” will come before the Trustees before going to the Friends.

Discussion of marketing - potential for funding of part-time marketing help.

Friends Letter: Peter Maloney asked Dawn to send a letter to the staff about Friends Funded programs

#### **Grant Oversight Committee – Laura Cabral**

Nothing new to report since last meeting.

### **Policy Committee Report – Discuss and Vote**

#### **Collection Development Policy**

Received no comments on the policy posted online.

Beverly Larson made a motion to approve the proposed Material Selection Policy that has been posted for the requisite period of time on the RFL website; seconded by Samantha Faria; Roll call vote – all in favor, motion carries.

#### **Strategic Planning Committee**

ESC Update: Dawn emailed Lynn Post on August 18th, 2022; made plans to connect after September 1, then followed up on September 8th asking to meet and still no response - RFL has applied for a waiver to OLIS.

#### **Adopting the American Library Association statement of Intellectual Freedom – Discuss and Vote**

Recommendation was made to post the ALA statement of Intellectual Freedom on the RFL website. No need to vote because the state of Rhode Island requires this information be posted online.

## **9. MEMBER PREROGATIVES**

### **10. PUBLIC COMMENT**

No public comments were made.

### **11. NEXT MEETING DATE: October 20, 2022**

### **12. ADJOURN**

Beverly Larson made a motion to adjourn; seconded by Ruth Souto; Roll call vote – all in favor, motion carries. Meeting adjourned at 8:58pm.

Respectfully Submitted,

Laura Cabral

Secretary

Rogers Free Library Board of Trustees