

ROGERS FREE LIBRARY
BOARD OF TRUSTEES

MEETING AGENDA FOR
February 16, 2023

A meeting of the Trustees of Rogers Free Library was held on Thursday, February 16, 2023 at 6:30 PM. It was held in person at Rogers Free Library, 525 Hope Street Bristol, RI.

AGENDA ITEMS

Present:

Al Wroblewski - Trustee | Chairperson
Laura Cabral - Trustee | Secretary
Marie Knapman -Trustee
Beverly Larson - Trustee
Samantha Faria - Trustee
August Thompson - Collection and Circulation Librarian
Dawn Jenkin - Library Director

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2023 MAR 27 AM 10:29

1. CALL TO ORDER/ATTENDANCE/QUORUM

At 6:33pm Al Wroblewski called the meeting to order and noted there was a quorum.

2. Introduction of August Thompson, Collection and Circulation Librarian
Welcome August Thompson to RFL from Maryland!

3. REVIEW/AMEND/APPROVE MINUTES OF PREVIOUS MEETING

- Beverly made a motion to approve the minutes of the January 19, 2023 meeting, seconded by Marie Knapman. Vote: All in favor motion passes.

3. CHAIR REPORT

4 members are needed for a quorum regardless of our 2 vacant positions. For the March meeting, Al will plan to have the agenda ready for March 9, 2023. Laura will plan to have minutes ready for March 9 as well. Dawn will get the Director Report in the Drive on March 13, 2023.

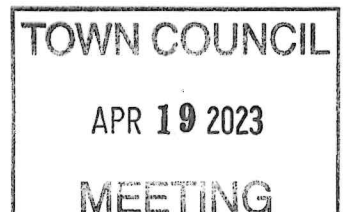
We should find out if our email address is required by the town to be listed on the website and consider a policy or procedure regarding distribution of information to trustee emails. Al will meet with Jackie and Ruth about Google Drive access, etc.

Town Clerk Melissa Cordeiro recommends a start date of January for Trustees and election of officers in June so we need to put Bylaw revision on the next meeting agenda. Al is meeting with Mary Parella on 2/17 about the Trustee selection process, term limits, etc. Sam Faria, Marie Knapman, and Beverly Larson will be on the Trustee recruitment/selection committee.

We are holding off on the strategic planning conversation for now. Al will work with Karen Mellor from OLIS. Marie Knapman will work with Dawn on financial oversight. Al asks for feedback about the Chair/Director weekly meeting. Is every week necessary? For now, it will continue but will continue to re-assess the need to meet that often.

4. LIBRARY DIRECTOR REPORT

Assistant library director position only had two applicants - Dawn will rethink the position and potentially repost in the coming months.



OSL is about to run out of money for eBooks. We contribute \$4,000...but the recommended contribution is \$12,000. Dawn is pleased with the Friends support of our OverDrive Advantage account.

5. FINANCIAL REPORT – Discuss and Vote

- Approve December 2022 and January 2023 Report(s)

Al checked with the assistant town solicitor; We no longer have to vote on the financial report. Clarification on the Thomas Shepherd budget line that was a new addition to the financial report last month. It was a line created when retired Children's librarian Charlotte Burnham and Ennis Bisbano started a campaign last year requesting donations to have a historical Thomas Shepherd painting restored. Link to Bristol Phoenix article regarding the restoration project:
<https://www.eastbayri.com/stories/a-fine-face-lift-for-a-town-father.105724>

When we subcontracted cleaning services, some money needed to be transferred from the salary line.

Dawn has concerns over Trustees not voting on the financial reports. Al will follow up with the Assistant Town Solicitor about the governance of trustees over financials.

6. OLD BUSINESS

7. NEW BUSINESS

- Library Grants
 - Fax/Scan/Print Center
 - Beverly would like to know the life span of such - Dawn not sure that is known yet.
 - Dawn says the library only makes money on printing and the money goes back to the town for the cost of paper and ink.

Beverly Larson made a motion that we endorse the print/fax center as community service. seconded by Samantha Faria. Vote: all in favor. Motion passes.
 - Herreshoff Lighting
 - Providence Journal Foundation is covering the AV needs of Herreshoff room renovation but there are additional lighting needs. The town is in favor of a lighting renovation. Beverly inquired about the 1 quote for lighting renovation. Monica visited Providence Public and two other Universities. Decision has been made to go with DGI and Apex. Lighting proposal for \$18,000 would be funded by Friends - \$49,000 is coming from Prov. Journal Foundation for AV.

Marie Knapman made a motion to approve the Herreshoff Lighting grant proposal, motion seconded by Laura Cabral. Vote: all in favor. Motion passes.
 - ALA Conference Sarah Griffin
 - Request is to attend the ALA Conference.

Beverly Larson made a motion to approve the request for Sarah Griffin to attend the ALA Conference and have travel and conference expenses covered, Motion seconded by Marie Knapman. Vote: all in favor: motion passes.

Trustee approved grants will move to the Friends to be approved at their March meeting.

- Budget Proposal and Review:
Dawn presented her planned budget proposal:
Agenda:
 - Increased revenue (that will decrease in the future)
 - state funding calculations

- FT salary adjustment
- ebooks

This year we will have \$30,000 in our state funding thanks to advocacy of RILA and state legislature
 22-23 - \$190,000
 23-24 - \$220,000
 24-25 - \$206,000

How state funding is configured has changed:

Old calculation is the total expenditure (used to include the state and local funding)

New calculation is only the town's contribution

Full time salaries are low - visit FY2022 public library staffing and salaries reports

RFL full time employees starting at \$45,000 or \$23 an hour ... Dawn could increase the 5 full time employees salary with a \$5,000 raise

Budget strategy:

increase each full-time salary to 50,000

3% increase for all other salaries

No other increases

Dawn presents to the Town Council on March 21 (8:10pm).

- Liaison Reports
 - Grant Oversight Committee - Laura Cabral & Al Wroblewski
 - Grant cycle is now rolling instead of seasonally/quarterly
 - Friends work to improve grant project management/oversight and might appoint a liaison to each community grant project to improve communication and workflow, including but not limited to payments and evaluations

10. MEMBER PREROGATIVES

Beverly thanks Al for his attention to respect for time during the meeting.

Marie can't attend the April meeting.

11. PUBLIC COMMENT

No public present for comment.

12. NEXT MEETING DATE: March 16, 2023

13. ADJOURN

Meeting adjourned at 8:47pm.

Respectfully submitted,

Laura Cabral
 Secretary
 Rogers Free Library Board of Trustees