

ROGERS FREE LIBRARY
BOARD OF TRUSTEES

MEETING MINUTES FOR
December 15, 2022

A meeting of the Trustees of Rogers Free Library will be held on Thursday, December 15, 2022, at 6:30 PM. It will be held in person at Rogers Free Library, 525 Hope Street Bristol, RI.

AGENDA ITEMS

1. CALL TO ORDER/ATTENDANCE/QUORUM

Jackie Katz called the meeting to order at 6:29pm and noted there was a quorum.

Present:

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

2. INTRODUCTION OF NEW TRUSTEE – Marie Knapman

Marie has extensive experience in public service; Rotary, Bristol Theater Company, and is an administrator at Franklin Court. Welcome Marie!

3. INTRODUCTION OF STAFF – New Adult Outreach and Programming Coordinator– Ann Kathrin Weldy

Ann Kathrin has a background in Film and Master's Degree in Communications and plans to first focus on four (4) areas: history, literacy, art, and nature. RFL offers great programs, and she will work on promoting the work we do. Content marketing, reader's advisory, etc.

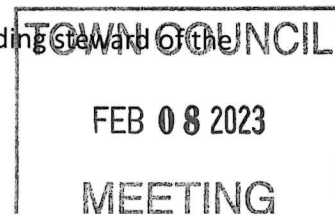
4. REVIEW/AMEND/APPROVE MINUTES OF PREVIOUS MEETING

Review/Amendments: Al W. had voted to approve the Tinkergarten grant. The reason Beverly suggested the library should close on December 30, 2022 was for a full day staff training. Al Wroblewski also stated the minutes should include a thanks to Laura Cabral for commitment and leadership with the new eSports collaborative program with MHHS.

Ruth Souto made a motion to approve the minutes of the November 17, 2022 meeting. Beverly Larson seconded. Roll call vote - all in favor; Motion passes.

5. CHAIR REPORT

This is David Swanson's last meeting. As a Trustee for 13 years, he has been a longstanding steward of the library. We will miss your passion and commitment.



David stated that he is so proud of this library and seeing the community/public utilize the library, chat with staff, and benefit from the services.

6. LIBRARY DIRECTOR REPORT

Additional points discussed:

Roof Update: Slate was delivered today. By November 1, 2022 the magazine order was in to WT Cox - there has been a slight delay in delivery resulting in a lapse in some subscriptions.

The electrician came in today, almost all fixtures in the Herreshoff Room will need to be replaced as part of the Providence Journal Foundation grant funded remodel. We will be Zoom friendly, with renovated lighting, etc.

Charlotte is working on personnel files, performance evals, etc.

Acquisitions: Orders are going in. Will be a more diverse, inclusive effort.

BookFest: Overdrive advantage is up and running thanks to funding by Friends. We have the BookFest book *The Odyssey* available on eBook and audiobook.

Peter Pearson, from Library Strategies, is now consulting and willing to work with Rogers Free Library. Library Strategies Consulting Group often partners with Friends and Foundations on their strategic planning processes.

Thanks to Charlotte and the staff, in the next few weeks we have 5 new staff members starting! Will be adding a library page back - pay will be minimum wage then increasing to \$13 an hour.

7. NOVEMBER FINANCIAL REPORT

Samantha Faria made a motion to approve the November Financial Report; David Swanson seconded the motion. Vote: All in favor, motion carries.

Dawn will inquire with the Finance Dept. about the lines in the red in the financial report.

8. TABLED AGENDA ITEMS FROM NOVEMBER 2022 MEETING

Strategic Planning Committee Update

Dawn says we need a clear strategy for meetings. We only have 6 months to complete the strategic report. One option is for Dawn to create a draft of the strategic plan.

Beverly Larson says we have a strategic plan subcommittee that is to oversee the plan that needs to be completed and voted on at the May meeting.

Trustee Strategic Planning Committee should meet and brainstorm next steps for a plan.

Bylaw Committee Report

Ruth Souto chaired the committee. Information presented in the Google Drive was the information that Jackie, Al, and Ruth looked at first. Ruth Souto presents current bylaws as well as proposed revisions.

Revised Bylaws – Discuss and Vote

ARTICLE III

BOARD OF TRUSTEES

Section 2. Term of Office

Existing language:

The term of office of Trustees shall be for a period of three years. Existing Trustees will be divided into three lots with two trustees serving for one year, two trustees serving for two years, and the remaining three Trustees serving for three years. All newly appointed Trustees shall serve for a period of three years. Since the number of terms a Trustee can serve is not mentioned either by statute or by law, Trustees may be reappointed for a second term of three years.

Proposed language:

The term of office of Trustees shall be for a period of three years. Since the number of terms a Trustee can serve is not mentioned either by statute or by law, Trustees may be reappointed for a second term of three years. Trustees shall begin their term in July. In the event of a vacancy prior to June, a Trustee will be appointed for the duration of that year, then begin their term in July.

Discussion that this work can be an ongoing revision, but first focus is on the term limits. The issue being that in 3 years, 7 people cycle off the board.

Al Wroblewski made a motion to approve the proposed bylaw changes in "ARTICLE III BOARD OF TRUSTEES Section 2. Term of Office;" Motion seconded by Beverly Larson. Vote: All in favor, motion passes.

Ruth Souto discusses the next section up for review "ARTICLE III BOARD OF TRUSTEES Section 4. Officers."

Section 4. Officers

Existing language:

Officers of the Board of Trustees shall be a Chairperson, Vice Chairperson, Secretary and Treasurer. Officers shall be elected at the regular Annual meeting. Vacancies in office shall be filled by vote at the next regular meeting of the Trustees after a vacancy occurs; then that selection is forwarded to the Bristol Town Council for approval.

Proposed language:

Officers of the Board of Trustees shall be a Chairperson, Vice Chairperson/Chair Elect, Secretary, and Past Chairperson. Officers shall be elected at the regular Annual meeting in June and their term will begin in July. Vacancies in office shall be filled by vote at the next regular meeting of the Trustees after a vacancy occurs; then that selection is forwarded to the Bristol Town Council for approval.

Dawn has an issue with the proposed language because she could benefit from having a Treasurer to assist with the oversight of the financials. Current situation is using a "shared service" with the town for finances, and we have not had a Trustee Treasurer despite the language in the bylaws. Research into past practice

with previous Trustees brought no additional information on the subject. It is noted that bylaws can be changed/reviewed periodically.

Continuing with Section 4. Officers:

Existing language:

Duties of the officers are as follows:

- a. The Chairperson shall preside at meetings and perform such other duties as custom and law devolve upon him/her. Duties assigned to the Chair by the Strategic Plan/Implementation Plan shall take priority.
- b. The Vice Chairperson shall assume the duties of the Chairperson in the event of the absence or disability of the Chairperson.
- c. The Secretary shall keep an accurate record of all proceedings of the Board meetings and file them for public inspection.
- d. The Treasurer shall receive periodic reports from the Director of the Library, reflecting the financial wellbeing and budget status of the Library, and shall share that information with the Trustees at each regularly scheduled meeting.

A detailed description of the responsibilities of Officers can be found in Appendix A - RFL Trustees Operations Manual.

Proposed wording:

Duties of the officers are as follows:

- a. The Chairperson shall preside at meetings and perform such other duties as custom and law devolve upon him/her. Duties assigned to the Chair by the Strategic Plan/Implementation Plan shall take priority.
- b. The Vice Chairperson/Chair Elect shall assume the duties of the Chairperson in the event of the absence or disability of the Chairperson.
- c. The Secretary shall keep an accurate record of all proceedings of the Board meetings and file them for public inspection. The Secretary shall post the Agenda and Approved Minutes with the Secretary of State's Office, the Town Clerk and in the lobby of the Rogers Free Library.
- d. The Past Chairperson shall serve in an advisory role.

A detailed description of the responsibilities of Officers can be found in Appendix A - RFL Trustees Operations Manual.

Beverly Larson made a motion to approve "ARTICLE III BOARD OF TRUSTEES Section 4: Officers" as proposed; Motion seconded by Al Wroblewski. Vote: All in favor, motion passes.

Ruth discusses the next section up for review "ARTICLE IV: ROLES AND RESPONSIBILITIES OF TRUSTEES.

ARTICLE IV

ROLES AND RESPONSIBILITIES OF TRUSTEES

Existing language:

3. HIRING A DIRECTOR

- Employ competent directors and oversee the update of job descriptions

Proposed language:

3. HIRING A DIRECTOR

- Hires, evaluates, and dismisses (when necessary) the Director
- Employ competent directors and oversee the update of job descriptions

Further, it is the responsibility of the Trustees of Rogers Free Library to abide by the Code of Ethics mandated by the State of Rhode Island. Each Trustee will complete an Annual Report that will be mailed to him/her.

Beverly Larson made a motion to approve "ARTICLE IV ROLES AND RESPONSIBILITIES OF TRUSTEES Section 3" as proposed. Motion seconded by Al Wroblewski. Vote: All in favor, motion passes.

David Swanson made a motion to table the rest of the bylaws until the next meeting. Ruth Souto seconded the motion. Vote: All in favor, motion passes.

9. NEW BUSINESS

Election of Officers – Vote

Jackie Katz is stepping down as chair. It has been a pleasure for her to serve as chair, but it is time. She has some exciting changes in personal life that she will redirect her time to. Jackie praised the new energy and personnel in the library and looks forward to continuing her work as a Trustee. New officers will take office in January. Her position on Trustees will be Past Chair. Al Wroblewski has expressed interest in the Vice Chairperson position and Laura Cabral would be interested in continuing her role as Secretary.

Beverly makes a motion to appoint Ruth Souto Chairperson, Al Wroblewski, Vice Chairperson, and Laura Cabral Secretary. Motion seconded by Samantha Faria. Roll call vote - all in favor. Motion passes.

Staff Grants – Discuss and Vote

Staff grants will continue to be on the monthly agendas:

Research Databases: Total \$4977

Beverly Larson asked if we will still get the print NYTimes. Yes, RFL will still get the print NYTimes subscription.

Dawn states this request is an online research package and all three products will be promoted as such. This research package will drive traffic to the library website and showcase diversity of thought. This proposal comes at the request of teachers at Mt. Hope High who will use the databases and NYTimes.com in support of their curriculum.

Beverly Larson makes a motion to wholeheartedly endorse and approve the research databases grant request to meet our community's needs; from input of teachers in our schools and from the full community's diversity of perspectives and desire for viewpoints, this package will heighten the visibility of the library and will well

serve the community. Ruth Souto seconded the motion. Vote: Jackie Katz, Ruth Souto, Beverly Larson, Al Wroblewski, Samantha Faria, David Swanson, all in favor, Laura Cabral abstained from the vote. Motion passes.

Minecraft: Total \$970

Grant is for subscription fees for 6 laptops, 5 Nintendo Switches and copies of the game for the Nintendo switches. Additional requests for laptops and servers might be coming - Sarah is currently researching this.

Beverly made a motion to approve the Minecraft grant request for up to \$970 to further build out our youth and multigenerational outreach; Motion seconded by Ruth Souto. Vote: All in favor, motion passes.

“Putting the Civil back in Civil Discourse” Presentation and discussion with Ron Jones: Total \$2,000

Discussion: Ron Jones was Keynote speaker at NELA Conference. February is packed with programming and this would be a great precursor to those events by hosting these sessions in January. Proposal is first for an event in January to start the conversation; if successful, then we would offer additional sessions Fee is \$2,000. This would be an excellent community connector - the library is a place where you can have civil and yet difficult conversations. Beverly suggests waiting until September instead.

Al Wroblewski makes a motion to approve the Ron Jones grant. Samantha Faria seconded the motion. Vote: 6-1 Jackie Katz, Ruth Souto, Al Wroblewski, Samantha Faria, David Swanson, Laura Cabral all in favor, Beverly Larson opposed.

Library 2023 Holidays – Discuss and Vote

Discussion: If library employees are town employees, we should go by the [list of holidays](#) in the town handbook; Dawn suggests an agreement for shared services to help clarify this. When employees get the Town of Bristol Employee Handbook they get 13.5 days off. Town employees in the handbook have election day off; election day is every other year.

Ruth made a motion to adopt the calendar in the Town Handbook, seconded by Al Wroblewski:

2023 Town Hall Holidays (Closed)

Date	Day	Holiday
January 2	Monday	New Year’s Day (Observed)
January 16	Monday	Martin Luther King, Jr. Birthday
February 20	Monday	Presidents’ Day
April 7	Friday	Good Friday-closed at Noon
May 29	Monday	Memorial Day
July 3	Monday	Closed at Noon
July 4	Tuesday	Independence Day
August 14	Monday	Victory Day
September 4	Monday	Labor Day
October 9	Monday	Columbus Day
November 11	Saturday	Veterans Day

Date	Day	Holiday
November 23	Thursday	Thanksgiving Day
November 24	Friday	Friday after Thanksgiving Day
December 25	Monday	Christmas (Observed)

Extensive discussion around making Good Friday and July 3rd floating holiday... can vote on the calendar now but the topic can be revisited at a future meeting.

Ruth made a motion that the previous motion should have stated that the voted on calendar should have specified "full time employees." David clarifies that "holiday" is for full time employees - according to the state of RI there is no expectation for compensation for part-time employees for holiday pay.

Ruth Souto made a motion to remove added language - Beverly Larson seconded. Original motion (adopt the calendar in the town handbook) stands. Vote: All in favor, motion carries.

Future agenda item: Holiday Calendar 2023 revisit - as well as holiday pay for part time employees.

Al Wroblewski asks if this discussion is framed around public access to library services or employee benefits; we need to sort out two different issues. Town is talking about public access to these buildings. Trustees need to handle compensation of employees.

Liaison Reports:

Friends of RFL – Ruth Souto | Friends did not meet.

Beverly Larson asked if the Friends can vote electronically if there is not a Friends meeting. Ruth Souto states that if the item being voted on is simple and straightforward, the answer is yes, but if the topic needs extensive discussion, they would like to discuss and vote in an in person meeting.

Grant Oversight Committee – David Swanson and Laura Cabral | Grant Oversight did not meet.

Tuition Reimbursement – Tabled item

Beverly Larson made a motion to approve tuition reimbursement. Motion seconded by Al Wroblewski. Vote: All in favor, motion passes.

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

Ruth Souto made a motion to enter into the Executive Session. Beverly Larson seconded the motion. Vote: All in favor, motion passes. Entered into Executive Session at 9:16pm

Beverly Larson made a motion to exit the Executive Session. Ruth Souto seconded the motion. Vote: All in favor, motion passes. Exited Executive Session at 10:01pm.

11. MEMBER PREROGATIVES

None discussed.

12. PUBLIC COMMENT

No public in attendance - no comments.

13. NEXT MEETING DATE: January 19, 2023

14. ADJOURN

Beverly Larson made a motion to adjourn the meeting. Ruth Souto second the motion. Vote: All in Favor: Motion passes. Meeting adjourned at 10:01pm.

Respectfully Submitted,

Laura Cabral
Secretary
Rogers Free Library Board of Trustees