

ROGERS FREE LIBRARY
BOARD OF TRUSTEES

MEETING MINUTES FOR
January 19, 2023

A meeting of the Trustees of Rogers Free Library was held on Thursday, January 19, 2023 at 6:30 PM. It was held in person at Rogers Free Library, 525 Hope Street Bristol, RI.

AGENDA ITEMS

1. CALL TO ORDER/ATTENDANCE/QUORUM

- Al Wroblewski - Trustee | Vice Chairperson
- Samantha Faria - Trustee
- Marie Knapman - Trustee
- Beverly Larson - Trustee
- Jackie Katz - Trustee
- Ruth Souto - Trustee | Chairperson
- Laura Cabral - Trustee | Secretary
- Dawn Jenkin - Director

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2023 FEB 27 AM 9:20

Ruth Souto called the meeting to order at 6:30pm and noted there was a quorum. Ruth can no longer stay on as chair or position as Trustee and will be stepping down from both at the conclusion of the meeting. She does not have the time needed to fulfill the demands of the position. Al Wroblewski is currently Vice Chair/chair elect, but a formal vote is needed to vote him in as Chairperson. Jackie Katz makes motion to nominate Al Wroblewski as Chairperson; motion seconded by Marie Knapman. No discussion. Vote: All in favor - motion passes.

Jackie Katz also resigns her position as a Trustee as of the end of the meeting. It is time to slow down, travel, and enjoy time together with her husband.

The Board of Trustees will soon be in search of two new board members to fill the vacancies.

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

Beverly Larson made a motion to approve the minutes of the December 15, 2022 meeting. Marie Knapman seconded the motion. Vote - all in favor; motion passes.

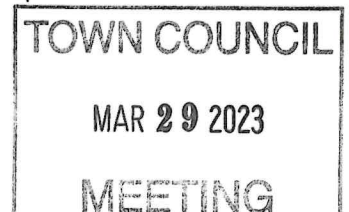
3. CHAIR REPORT - see agenda item #1.

4. LIBRARY DIRECTOR REPORT and addendum

Beverly would like information regarding participation in programming. There was previous discussion about a quarterly report and it fell off the radar. Dawn provides a sample statistics report to the board and it is agreed that a quarterly statistics report moving forward would be helpful.

Beverly inquired about the status of the "Director Deliverables." Dawn will work on an update for the next meeting.

Saturday programming is improving. Dawn did a story time on Frederick Douglass.



Sunday Hours: Town had offered Sunday hours; Previous director (Ryan Brennan) may have requested Sunday Hours, however, adding more hours with limited staff would be challenging. We are on track towards it but need to get new staff more seasoned and trained.

With the absence of an assistant director it has been difficult to balance admin assistant work with other responsibilities, however, Natalie is the new bookkeeper and we will soon see progress with finances.

5. FINANCIAL REPORT – Discuss and Vote to Approve December Report

Beverly Larson questioned what the Thomas Sheppard Restoration Project General Government (for Revenue purposes) section of the Budget to Actuals report is and suggests tabling the vote until we have more information. Brief discussion about % of budget expended in medical and dental being down with no known reason why. The natural gas line is still in the red; still not entirely sure why it is in the red. Utilities (except water) are paid by the Town of Bristol. Dawn is working with the finance dept. on the new software AccuFund; we still need greater detail in the financial reporting.

Beverly Larson makes a motion to table the financial report until the next meeting because of the new entry (Thomas Sheppard Restoration Project General Government), seconded by Al Wroblewski.

Vote: all in favor; motion carries.

6. OLD BUSINESS

- Tabled Agenda Items
 - Continuation of Bylaws revisions - Discuss and Vote - tabled for another time; Al Wroblewski makes a motion to table the Bylaws Revisions discussion, seconded by Marie Knapman. Vote - all in favor; motion carries.
 - Staff Grant - Tuition Reimbursement - Discuss and Vote
The Staff Grant - Tuition Reimbursement was voted and approved last meeting.

7. NEW BUSINESS

- Strategic Planning Committee
 - Al Wroblewski states there are two parallel strategic planning matters: How do we move forward with a new one Strategic Plan and close out the old Strategic Plan? Ryan initiated completing a grid to monitor implementation of the plan (status tracker), but there was no way to measure the success of the strategic plan. This is challenging because of the polarity of the goals and objectives. Al Wroblewski has put together a rough guess at what has been accomplished
- Strategic Plan Oversight Committee Obligation
 - Al Wroblewski suggests waiting for the next meeting to go over strategic planning. Dawn suggests that they bring goals to the next Strategic Plan Oversight Committee Meeting. Beverly Larson asks Dawn to look at state guidelines for Strategic Plan. Ruth Souto says we can ask for an extension. Beverly concurs, given staff shortage, and the fact that we are also down trustee members
- Holiday Pay for Part Time Employees
 - Past practice, future plans - Discuss and Vote
The town switched over to ADP; hand written time cards used to be turned in and not questioned. Issue was discussed with Town Administrator, Steve Contente, who said we could pay holiday pay for a part time employee if a part time worker was scheduled to work that day.
 - Options to discuss:

- Everyone gets 4 hours of pay on holidays (even if part time) if scheduled on any holiday that the library is closed
- Everyone gets a paid holiday
- Third option is what RI state law covers

Mondays are the most frequent holidays: 7 - 13 people with an average salary of \$61.80 a shift – will be less than \$10,000.

Ruth Souto suggests calling it library closing compensation and Jackie Katz suggests having an addendum to employee handbook of library policies.

Marie Knapman makes a motion that part time employees will be compensated for lost scheduled hours due to library closures, second by Laura Cabral. Vote - all in favor; motion carries.

- Personnel Revisions
 - Assistant Director Posting
 - Two new applicants - applications closing January 31.
 - New Collection and Circulation Librarian - August Thompson - new graduate from Maryland; New Bookkeeper - Natalie Saint Martin
 - New - Library Assistants (4)
 - New - Page
- Statistics of library usage / electronic usage
 - Circulation in winter declines. Banned Books event had the highest attendance
 - Stats will be reported quarterly to the Trustees
 - Marie Knapman would like a list of all the types of reports available to us.
 - Ruth Souto recommends bibliographic instruction class for Board of Trustees
- Staff Grants – Discuss and Vote
 - Friends of RFL approved Minecraft and Ron Jones grant
 - Friends approved Mrs. Katz and Her Hats (Community Grant). The grant has been approved by the Board of Trustees in the past (submitted annually) however the Friends never submitted the grant to the Trustees or Dawn for approval this grant cycle. Jackie Katz states that the Mrs. Katz and Her Hats grant is an annual grant, and she always submits to Peter Maloney of the Friends of RFL as the submission point (as directed on the application). Sam Faria states Friends of RFL should never approve community grants that we Trustees don't know about. Moving forward all community grants submitted need to go from Friends to Grant Oversight Committee. Al Wroblewski will work with the Friends so this doesn't happen again.
- Friends of RFL
 - Acknowledgement of Donations - Discuss and Vote
 - Donations are presented in a variety of ways and Dawn looking for some guidance:
 - Q: Who sends a thank you to the donor when a donation is made?
 - A: Assistant Director should send the letters (with help from Trustees to write the letter).
 - Marie suggests a copy of the letter should go to the Friends as well.
 - Q: What books get book plates? Children's books get bookplates..do any others?
 - A: Ruth Souto says (as Director) you decide what gets a bookplate.
- Liaison Reports
 - Grant Oversight Committee - Laura Cabral & Al Wroblewski.
 - Grant Oversight Committee did not meet - no updates.

10. MEMBER PREROGATIVES

Marie Knapman and Dawn met with the Rotary and the Rotary is supportive.

11. PUBLIC COMMENT

No public comment.

12. NEXT MEETING DATE: February 16, 2023

13. ADJOURN

Beverly Larson makes a motion to adjourn; Marie Knapman seconded - Vote: all in favor. Motion passes.
Meeting adjourned at 8:31pm.