



**NORTH KINGSTOWN FREE LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
DECEMBER 12, 2022**

PRESENT WERE: Varuna Abeywardarne, Rini Georgekutty, Dianne Izzo, Martha Parks, Elizabeth Suvari, Lori Vernon, Susan Aylward, Interim Director and Jenn Boettger, Assistant Director. Absent: Dan Humbyrd. Guest: Nancy Nadeau, NKFL Fiction Services Coordinator

- 1. Call to Order-** The regular meeting of the Board of Trustees of the North Kingstown Free Library held on Monday, December 12, 2022 was called to order by Board Chair Elizabeth Suvari at 7:00 p.m.
- 2.** Pursuant to RIGL 42-46-6 (c) Notice of this meeting has been posted on the Secretary of State's website.
- 3. Approval of minutes of the November 14, 2022 meeting:** The Board voted unanimously to approve the minutes of the November 14, 2022 meeting on a motion made by Dianne Izzo and seconded by Varuna Abeywardane.
- 4. Library Fiction Coordinator Nancy Nadeau's Report on E-books, Library Speakers Consortium, Homebound Book Delivery Project:** Nancy Nadeau gave a comprehensive report on three issues: the challenges of collection development and budgeting for e-book acquisitions because of changes made by the publishing industry in the licenses for these books, which has made acquisition of these titles, particularly those in high demand, prohibitively expensive; the new service, just instituted at the library and funded by the Friends of the Library, to offer online talks by prominent authors available live and archived to our library users through the Library Speaker's Consortium; and the book delivery program to homebound patrons that Nancy has been running for a number of years. The Trustees were very grateful for all of Nancy's diligence and professionalism in delivering important services to our patrons and for the opportunity to hear "first-hand" about these services.
- 5. Budget FY 2024 Preliminary Draft for Submission to the Town Manager:** Interim Director Aylward presented a preliminary budget for FY 2024 in the amount of \$1,700,441.28. After careful review and discussion, the Board voted unanimously to submit this early provisional budget, well in advance of the charter-specified date for library budget submission, as a courtesy to the Town Manager who requested early submission for planning purposes, on a motion made by Dianne Izzo and seconded by Martha Parks. Let the minutes reflect that the intention of the Trustees in referring to this submission as a "provisional" document is to make clear that there are figures in this document that will need revision before the Board adopts its final budget for submission to the Town Manager and the Town Council for their consideration.
- 6. Champlin Grant Application for Funding to Modernize the Library's 48-yr-old Elevator:** Interim Director Aylward reported on her phone conversation with Tim Gorham, the Grants Administrator for The Champlin Foundation, about possible projects the Foundation might be willing to fund in this pending grant cycle #1 (submission by January 15th; notification of award at the end of May; funds available in June 2024). Tim Gorham felt that the project to modernize the elevator would be one the Foundation would gladly consider. After discussion and review, the Board voted unanimously to allow Interim Director Aylward to proceed with an application to The Champlin Foundation in grant cycle 1 for the modernization of the elevator, on a motion made by Dianne Izzo, seconded by Varuna Abeywardane.
- 7. Handicapped Accessibility in Public Rest Rooms:** Interim Director Aylward reported on a recent problem with the handicapped stall in the public ladies' room, which cannot accommodate the wheelchair of one of the library's new volunteers. She further reported on the effort to fix this problem with a temporary solution in both the public ladies' room and the men's room, until such time as the bathrooms throughout the building can undergo an extensive renovation and modernization (likely at least two years out for this project). Interim Director Aylward has been working with the DPW director and the town facilities manager to come up with a solution, which includes new partitions and the consolidation of two stalls into one to accommodate the turning radius of a wheelchair. The cost is estimated to be roughly \$12,000, which the DPW director Adam White has graciously agreed to share with the library. The Board voted unanimously to authorize Interim Director Aylward to move forward with the temporary fix to make a handicapped stall in the public ladies room and in the public men's room handicapped accessible until

the full and extensive renovation of the bathrooms can be accomplished on a motion made by Liz Suvari and seconded by Dianne Izzo.

- 8. Report on Asset Management Review of Library Capital Projects:** Interim Director Aylward reported on her presentation to the Asset Management Committee on Thursday December 8th. She shared the memo she wrote for that presentation, along with the projects sheets she submitted to the Committee outlining work recently completed and work upcoming, which we consider essential for the responsible and proactive maintenance of the library and its systems.
- 9. Director's Report:** There were no questions on the Director's Report, which provided background for all of the issues on the agenda for the meeting.
- 10. Other:** There was no other business brought before the Board.
- 11. Public Comment**—There was no public comment.
- 12. Adjournment**—The meeting was adjourned at 8:35 p.m. by unanimous vote on a motion made by Martha Parks, seconded by Rini Georgekutty.

Respectfully submitted,
Susan Aylward, Interim Director