

**NORTH KINGSTOWN FREE LIBRARY
MINUTES**

PRESENT WERE: Varuna Abeywardane, Lori Vernon, Rini Georgekutty, Liz Suvari, Dan Humbyrd, Martha Parks, Susan Straub and Maggie Browne

GUESTS: N/A

1. **Call to Order-** The regular meeting of the Board of Trustees of the North Kingstown Free Library held on Monday, December 14, 2020, via Zoom was called to order by Lori Vernon at 7:04 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. **Election of officers** - Rini Georgekutty nominates Liz Suvari as Chair, Martha Parks seconds. Liz Suvari nominates Rini Georgekutty to continue as treasurer. VOTED to approve Liz Suvari as Chair and Rini Georgekutty as Treasurer.
4. **Minutes of the November 2020 meeting** - VOTED to approve the minutes of the November 9, 2020 meeting on a motion made by Martha Parks and seconded by Rini Georgekutty. The motion carries.
5. **Director's Report**
 - a. Five months into the fiscal year, 40% of the budget is expended which includes POs and actual items that have come in. Preliminary budget work has begun-need to submit proposed budget no later than 2/28. We've been level-funded the last few years and Sue is anticipating that will be the case this year too. We have been notified that we will be receiving a generous donation from the Anna Rotondo Trust. With all of the interior updates that we need, we will be able to use this money to improve the state of the library. Upon receipt, a thank you and an acknowledgement will be sent that we will use the monies to improve the library. We need to communicate that our funding sources outside of the town budget are being used to support the library and its services. Would it make sense for either Liz or Rini to accompany Sue to the town budget meetings? It would definitely be helpful when it comes to budget hearings.
 - b. Library facilities-Sue is at an impasse with the painting, carpet and drapes because it feels like we are putting the cart before the horse. Liz suggests proceeding with blinds and curtains. We still have to go out to bid even if it's funds from Champlin (or any grantor) unless a vendor is on the state's MPA. Liz mentioned the need for a decorator and a plan right from the beginning. No hard and fast date for the Champlin extension but we should not be applying for more money from them until this money is spent. Dan suggests writing Champlin a letter explaining the situation. Sue will write something up once we have a plan for spending the grant money and then share it with the board. She will also

contact Dan's decorator recommendation. The dehumidifier is still on hold due to waiting for the equipment to come in.

- c. COVID committee updates-the COVID committee meets every week, we have a solid plan for any possible shutdowns, and we discuss all issues as they arise.
- d. New hire- We hired Georgia Hitti as a part-time staff member. She starts on 12/29. Town council will approve the 7th trustee opening during the meeting tonight. When another opening occurs, we should reach out to some prospects from the north end of town.
- e. Kudos from Sue to Jenn and Emily for decorating under pressure in order to be ready for RJ Heim's story for WJAR and a general shoutout for the digital ProJo and adding a text line to our virtual chat system so people can easily text us when the chat system is available. Martha would like to tell the staff that the board is really, really impressed by their decorating work for all Christmas AND Halloween. Thank you to the Friends as well, because they're the ones who've made it possible.

6. Friends of the Library Report

- a. The membership drive advertising continues on Facebook and the drive has been going well.
- b. The Friends wrote an article which was published in The Wickford Way.
- c. Donations are coming in on a regular basis
- d. Nancy Harrington has been a driving force to get the Book Nook up and running with Sue and Maggie.
- e. The Friends are selling holiday products now.
- f. AED re-certification is tough during COVID. There will be no in-person certification for staff until further notice but there will be video made available to the staff.
- g. The annual holiday purchase of book gifts was approved and decorations for town-wide holiday decorating was approved for Christmas.
- h. Gardens and lawns were put to bed for the winter, front door pots have been decorated for the holidays, and sprinklers were flushed for the cold.
- i. The Friends recently approved a one year subscription for Padlet for library programming purposes. To start off, Padlet will be used by Nancy to run the Book Bites cookbook group, but it will be opened up to more staff once Nancy gets everything set up.

7. Old Business

- a. The fiscal year listed in the Corporation bylaws was wrong. So that was updated to reflect a January to December fiscal year. That was the only change that was made. A motion was made to approve the updated Corporation bylaws by Dan and seconded by Lori. VOTED to approve the updated Corporation bylaws.

8. New Business

- a. Board meeting schedule for 2021. We will usually continue to meet on the second Monday of the month except for holidays and Sue requested the July meeting be moved from the 12th to the 19th due to a planned vacation.

- b. Status of the library reopening: We take temperatures of all staff and any vendor or volunteer who comes in to work inside the library longer than 15 minutes. We have not ever reached our 55 person building limit.

9. Public comment

- a. John McDermott gives a tip of the hat to the Friends of the Library, he's filled a whole bookshelf of purchases from the Book Nook!
- b. Martha ran into Robyn Levine recently who sends her absolute best to everyone on the board.
- c. Discussion of the library's website of selected websites and resources and the potential for podcast recommendations for the public.

10. Adjournment - the meeting was adjourned at 8:30 p.m. on a motion made by Martha Parks, seconded by Dan Humbyrd. The motion carried.

Respectfully submitted - Maggie Browne