

**NORTH KINGSTOWN FREE LIBRARY
MINUTES**

PRESENT WERE: Varuna Abeywardane, Rini Georgekutty, Liz Suvari, Dan Humbyrd, Susan Straub, Dianne Izzo 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, February 8, 2021, via Zoom was called to order by Liz Suvari at 7:03 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. **Minutes of the January 2021 meeting** -VOTED to approve the minutes of the January 11, 2021 meeting on a motion made by Dan Humbyrd and seconded by Rini Georgekutty. The motion carries.
4. **Director's Report**
 - a. Sue has to attend the town council meeting on 3/8, so she asked for the regular Board meeting to be moved to 3/15.
 - b. Sue spoke to Adam White. She plans to check in with him every week as the RFP is not ready yet. She was clear about how we need to prioritize our roof work as it's holding up other projects for the library. The roof is at least 25 years old and has only had patch work done. The dehumidifier was installed and we'll be monitoring the humidity in the South County Room and the Archives Room to determine how well it's functioning. The town is very interested in having us move to LED lighting and there are lots of programs available to make that possible. There is a person who the town is working with who will be coming in to look at our setup--Sue has made them aware of our current plans and that it needs to work within that.
 - c. Ocean State Libraries: everything we get from them is priceless and we would never be able to afford it all on our own--all of our networking equipment, network engineering, internet access, integrated library system (Sierra), technology coordinator on staff for specs on equipment, original cataloging, the setup and maintenance of the ILS, purchasing state-wide accessible digital content for Overdrive, Sierra trainings. Also, we have to be a member of OSL to qualify for state grant-in-aid.
 - d. What do we get from the town charging us technology fees? We get access to MUNIS, the budget and payroll software that the town uses. We don't rely heavily on the town's IT department, but we can turn to them with questions. We received new phones from a Champlin grant a few years ago, so our phones are no longer tied in with the town's phone system like they were in the past.
 - e. The transfer from our on-site email exchange server to Microsoft 365 went very well.

- f. We're highlighting Udemy (online video courses) and Flipster (digital magazine access), two online resources made available through AskRI, on our web site. Icons for each have been added to the right-hand column of our web pages.
- g. A question was raised regarding whether OLIS had any updates on creating some type of uniform way to get senior residents help with signing up for vaccines. OLIS will not be setting up vaccine signups, but they do provide the info that we need and it will be up to us to advertise the signup. The library staff is definitely going to be available to help the public navigate the sign up process.
- h. Discussion of whether the staff will be able to get vaccinated through the town. At this time, the town is vaccinating residents based on age.

5. Friends of the Library Report

- a. The Friends have connected with the NK Educational Foundation (NKEF) and are donating books that aren't selling to them.
- b. The Friends want to thank Sue for making them a part of Canva pro--program which supports marketing efforts w creations of signs, flyers, handouts, etc.
- c. Currently in the process of trying to repair/replace the sign at the end of the walking path (on west main) to make it clear that there's a walking path that leads to the library
- d. Book Nook: starting working during the week of 10/14/20 to keep the book nook in business. Grateful for their time and resilience. Sales are currently rebounding.

6. Old Business

- a. Interiors update: NEMD proposal review--perhaps spending the money on this work from the recent donation in honor of Ana Rotondo
 - i. Dianne Izzo moves to accept the NEMD proposal for interior design work, seconded by Dan Humbyrd. The motion carries.

7. New Business

- a. Budget discussion: Town wants us to have a five year plan of how we'll pay for increases that will inevitably happen. Sue thought that would be part of a regular budget as everything increases in price like any other department. Liz believes Sue should ask for exactly what we need so the town is aware of how much our budget actually needs. How is it possible that they're under budgeting for staff/COLAs/increases and then expecting us to take it out elsewhere in the budget? All trustees agree that we should go high and not think that they can grind the new director down when we already run an extremely tight budget, there's no fat to trim (Sue trimmed everywhere she could).
- b. Meeting Room Policy: Trustees will review who used it once it's live to see if there were any questions that arose. Can we control the number of attendees so it doesn't get too big? Technically, no. Start it as a pilot program and see how it works out. Liz Suvani moves to accept the policy as written and revisit how it's going next month, Rini Georgekutty seconds. The motion carries.

- c. Corporate Fund Policy: Revise some wording, needs to be updated by the corporation and discussed at the next corporation meeting to see if there are any amendments. Using donations to plug holes in the town's regular budget for the library will have a chilling effect on future and past donors. If you start squeezing the library, you're really undermining the services to local families. As any parent, you use the library as a babysitter, as a resource for everything, for young mothers. Varuna says include the statistics that Sue shows the trustees every month. Dianne suggests making a similar Director's Report for the town council and make it as simple as possible.

8. Donations Received

- a. Donations:
 - i. \$50 on the 3rd of January from Frank Campbell, Sophia Narkiewicz and Delia Campbell in memory of Fred Hall
 - ii. \$250 on 17th of January from Michele Mindlin in memory of Susan J. Gordon
- b. The board VOTED to accept these donations with gratitude with a motion made by Liz Suvvari and seconded by Rini Georgekutty. The motion carries.

9. Public Comment

- a. N/A

10. Adjournment - the meeting was adjourned at 8:51 p.m. on a motion made by Liz Suvvari, seconded by Dan Humbyrd. The motion carries.

Respectfully submitted - Maggie Browne