

**NORTH KINGSTOWN FREE LIBRARY
MINUTES**

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

GUESTS: Kathy McGregor, Friends of the Library

1. **Call to Order-** The regular meeting of the Board of Trustees of the North Kingstown Free Library held on Monday, June 14, 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 May 2021 meeting** - VOTED to approve the minutes of the May 10, 2021 meeting on a motion made by Lori Vernon and seconded by Dan Humbyrd. The motion carries.
4. **Director's Report**
 - a. The library is 11 months into the fiscal year with 89% of the budget spent. We are trying to limit spending as much as possible. There was a question about why the percentages of money spent were different for the Director & Deputy Director. Sue explained that Cyndi's salary was different than her salary, so that's why the percentages are different. The question was asked regarding how many full-time equivalents fall into the library assistant category. Sue has been trying to get the finance department to fix this in MUNIS, the town's software, because the category should say assistant librarians. Sue said there are three full-time assistant librarians. Sue will send an organizational chart to everyone on the Board. Sue also explained how the health buyback works. Full-time union employees hired before a certain date who elect not to get health insurance through the town due to other coverage are eligible to receive compensation. We have one eligible employee who elects the health buyback.
 - b. The interiors committee met in June and things are moving forward.
 - c. The installation of the asphalt shingles on the roof was finished well before the proposed completion date. There was some disturbance from the noise but it wasn't as bad as it could have been and the library remained open throughout the installation. The flat roof will be going out to bid next. Facilities is making progress on the bid, but the architect needed to come look at the concrete roof deck on Friday, 6/4. Knowing that they're not close to getting that going, Sue asked Dante & Phil Bergeron if it was ok to proceed with interior work and they said yes, it should be ok to go ahead. It doesn't look like the flat roof will get done until the fall. Sue will be calling to Champlin to request an extension on the deadline for spending out the grant for carpeting, painting and window treatments.

- d. Rain garden: Ron spent about an hour cleaning both of the rain gardens out. One is doing well while the other is not. He's willing to clear it out as needed. The signage is still an issue. Liz encourages other board members to take a look at the signs so they're prepared for a vote at the next meeting regarding what to do with the signs. Sue will ask Tim Cranston about the history of the signs and ask Tim for a copy of the rain garden grant.
- e. July is the current target date for the USGS to start drilling for the groundwater wells.
- f. The current mask policy from the town manager is that no one is required to wear masks in town buildings, including the library, but unvaccinated patrons and staff should wear masks. Patrons and employees will not be asked to show proof of vaccination. We've been trying to wear masks down in Youth Services just to make parents with unvaccinated children feel comfortable.
- g. The question was asked why the board is still meeting virtually via Zoom? Ralph's rationale is uniformity and he needs to check to see if other boards/commissions are required to offer hybrid options. Sue thinks that we'll be able to meet in person in July and possibly make it a hybrid meeting and thinks that we should follow guidance from the town manager on this. Sue will check with him after July 1 if she hasn't heard from him.
- h. A PT employee, Jenn, accepted a position at Adams Public Library, and we have since hired Sofia. We're very happy that she's joined the team. Regarding museum passes, in an effort to promote them, we're highlighting them one at a time depending upon when they are reopening.
- i. Great progress has been made on reopening.
 - i. Library functioning at full capacity limits
 - ii. Computer time limits are back to pre-pandemic limits (3 hours/day)
 - iii. The Conference room is open for bookings and the Meeting Room is open for library-run programs.
 - iv. There is full browsing available for newspapers & magazines again.
- j. The trustees are so very happy that Georgene is back and they're wishing her the very best. Varuna suggested having the highlights of the statistics somewhere visible in the library--perhaps on the slideshow and/or in the newsletter. Sue & Maggie will discuss this with Emily. Additional information could be including, for example, information about the new shingles. Sue will find out the most appropriate way to convey these statistics to the Town Council. Varuna also had concerns about OS/2 no longer providing Symantec due to ransomware. Sue explained that OS/2 is using other products behind the scenes that make it so that Microsoft Defender will be a sufficient antivirus solution for all of the public libraries.

5. Friends of the Library Report

- a. At the last meeting, the Friends approved money for refreshments for the library's quarterly staff meetings per year (\$100/meeting). Museum passes were discussed and because of lack of use and rising prices,

they've ended the subscription to the Plimoth Plantation. The Friends approved the purchase of new hotspots for the public since the older hotspots were beginning to have battery trouble. New Leaf completed the spring cleanup and the gardens are beautifully weeded and mulched. Labor prices increased from \$45 to \$47 for New Leaf. Mulch prices are up as well, along with plant prices.

- b. The Book Nook's new cart is supposed to arrive 6/17. The Friends are looking forward to the space getting back to normal. The Friends have used a flurry of advertising to try to discourage the public from using the library as a recycling facility for books and they are hoping we'll stop receiving books that are not suitable for resale. Last month was the best April for the Book Nook in 4 years. This past month of May, they surpassed April by a couple dollars.

6. New Business

- a. Meeting schedule: Sue would like to move to meeting the first Monday of every month. Right now, the Town Council meets the second and the fourth Monday of the month. The first Monday of the month there are fewer holidays and this would make Sue more available to attend Town Council meetings when appropriate. A motion was made by Lori Vernon to approve the recommendation to modify the NKFL Board of Trustees monthly meetings from the second Monday of the month to the first Monday of the month, commencing October 1st. The motion was seconded by Dianne Izzo. The vote was suspended because the bylaws need to be changed since they specify meetings are to be held on the second Monday of the month. This issue was tabled to the July Board meeting.

7. Donations

- a. \$100 on 3/20/21 from Clarice Enderis
The board VOTED to accept this donations with gratitude with a motion made by Dianne Izzo and seconded by Martha Parks. The motion carries.

8. Public Comment

- a. John says the issue of contributions to the Willett and Davisville libraries remains unresolved for FY22.

9. **Adjournment** - the meeting was adjourned at 8:00 p.m. on a motion made by Dianne Izzo, seconded by Rini Georgekutty. The motion carries.

Respectfully submitted - Maggie Browne