

**NORTH KINGSTOWN FREE LIBRARY
MINUTES**

PRESENT WERE: Lori Vernon, Rini Georgekutty, Varuna Abeywardane, Elizabeth Suvari, Dan Humbyrd, Martha Parks, Cyndi Desrochers and Maggie Browne. **ABSENT:** Ken Proudfoot. **GUESTS:** John McDermott, Kathy MacGregor

1. **Call to Order-** The regular meeting of the Board of Trustees of the North Kingstown Free Library held on Monday, May 11, 2020, via Zoom was called to order by chair Lori Vernon 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 March 2020 meeting** - VOTED to approve the minutes of the March 9, 2020 meeting on a motion by Liz Suvari, seconded by Varuna Abeywardane.
4. **Public Comment**
 - a. N/A
5. **Director's Report**
 - a. Been trying to get building stuff done while we're closed which is difficult because Facilities is very busy--did get someone to come look at the roof to repair it. We've discarded a lot to make space for when we reopen and have to spread everything out. We've been level funded by the town--increase in the fund balance. Still purchasing materials, doing ok on that budget. Currently having to purchase a lot of extra cleaning supplies, will have to have a lot in place when we open up again. Public works is getting plexiglass for all of our public service desks, focusing first on the old RA desk and circulation desk. Will use the RA desk as a greeters/info desk for when people first walk in when we open our doors again to explain procedures etc. Also working a lot with OLIS & OSL--we can move at our pace, but there is a plan in place to follow. We're still working on ours--there are lots of variables. We started curbside today by calling people with holds on our shelves to see if they'd still like to come pick them up. Patrons cannot currently place holds, per OSL. Town awarded the bid for the fire alarm system--came in for less than anticipated, between \$80-90k range, which is good because that means there's money left for the roof. Last meeting, Cyndi said she would contact the town solicitor re whether or not we are an enterprise fund. Cyndi was told the library is not an enterprise fund at the last budget meeting, though we are still often treated as one. Is this why the building insurance went up? Was suggested to shop around for different insurance quotes. Was also told they'd be looking at our allocated funds again because that went up to \$60k from \$39k last year--charging us almost \$17k for software, which we don't use. Only using Munis. Cyndi will clarify these two issues before

the next meeting--insurance and software the town is charging us for using. Lori asks if a professional cleaning service can come in before we reopen, Cyndi states the library and materials have been sitting in isolation and that we don't know when we'll reopen yet so difficult to schedule. Cyndi will call to see if she can get some prices. We also have both custodians back now, which makes a big difference. They're both doing a phenomenal job. Getting cleaning supplies is also an issue because everyone is vying for them. Maggie will send after meeting is over--Reopening RI Library site, extremely informative and helpful guides for mapping out our plans.

- b. Curbside plan draft: not limited to just NK residents, limited to 5 holds, don't have to return until 7/1, one pickup per week, limited delivery.

6. Friends of the Library Report

- a. Had their first successful Zoom meeting on 4/23, decided to make a donation the NK food pantry due to covid, motion also made to purchase Zoom for 4 library hosts for \$600, two wi-fi hotspots were replaced, Spring garden maintenance continued and they're fertilizing and working on it regularly. Newsletter sent to the Friends membership written by president Nancy Harrington--general updates, what the Friends are supporting and how they support the library.

7. Old Business

- a. Feasibility Study: Cyndi contacted the Public Works director, Adam White to do and RFQ for the study and an RFP for the Champlin painting and carpeting, and then COVID happened. Public Works is very short staffed right now, so we haven't been able to move forward on that. Champlin extended the deadline to the end of May this year, Cyndi is going to call and ask to extend through next year's grant cycle (and not apply for any more funds next year). Liz Suvani makes a motion to withdraw our conversation with Adam White for an RFQ, pause the feasibility study and all support Cyndi talking with Champlin to delay work for another year, seconded by Dan Humbyrd.
- b. Reopening plan: will have something in hand to discuss for the next meeting, will keep the public informed along the way. Tell patrons to watch our website and social media for updates on curbside/reopening. Do we have adequate PPE for staff? For the most part, yes, and working to make sure everyone's all set. Rini wants to make sure that everyone on staff knows proper mask wearing procedures.

8. Director's retirement

- a. Cyndi has the job description and the job posting which she will send out to the trustees before the next meeting. Lori has decided to put together a small review committee (thinking of Liz, Rini, Lori & Nancy Harrington) to spearhead the hiring, will report to the trustees. Lori contacted Nancy this evening and she's going to mull it over. Is this a subcommittee? Would call it an ad-hoc committee: executive director search committee. Martha thinks we need to include more people from the community, different age groups and the government to contribute, and the search committee will be preliminary. The trustees are responsible for hiring the director, certainly can reach out for advice and recommendations from other libraries but ultimately it's the trustees. Committee will do its due

diligence and report back to the board, sit down with Ralph to determine salary and benefits. Definitely an outreach to others indirectly involved, but it will be done as a small internal search committee. Motion made by Dan Humbyrd to form an ad-hoc committee of Lori, Liz, Rini & Nancy to find a new library director, seconded by Varuna Abeywardane. Cyndi will be retiring on September 11th. The ad-hoc committee would work on the posting, the job description, tweaking where it needs tweaking, once they receive resumes and letters of interest, they'll be the screening team. Part of the committee's work will be to inquire with the last team who hired the director to see how they did it.

- 9. Adjournment** - the meeting was adjourned at 8:00 p.m. BUT NO MOTION WAS MADE! So are we still technically in the meeting? :)

Respectfully submitted - Maggie Browne