

**NORTH KINGSTOWN FREE LIBRARY
MINUTES**

PRESENT WERE: Lori Vernon, Joan Ehrhardt, Rini Georgekutty, Martha Parks, Liz Suvvari, Dan Humbyrd, Cyndi Desrochers and Maggie Browne.

GUESTS: Jocelyn Metivier, John McDermott, Tricia Suvvari

1. **Call to Order-** The regular meeting of the Board of Trustees of the North Kingstown Free Library held on Monday, November 18, 2019, in the Meeting Room was called to order by chair Lori Vernon at 7:02 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 October 2019 meeting** - VOTED to approve the minutes of the October 21, 2019 meeting on a motion by Liz Suvvari, seconded by Dan Humbyrd.
4. **Public Comment:** N/A
5. **Director's Report**
 - a. The library was awarded a Champlin grant in the amount of \$260k for drapes, carpeting and painting. Will need to keep Tim Gorham in the loop on our progression if we go past a year re: strategic planning etc. Need a written letter to go out to the town solicitor requesting an opinion on putting projects out to bid when it is grant money and not town money.
 - b. Does there need to be another corporation approval for purchasing the shed for the snow blower? No--ok to buy. Discussion of where the shed would be placed.
 - c. Discussion of breakdown of budget, particularly costs of liability insurance for the library. We would all like there to be more straightforward discussion of the budget from the town. Lori would like there to be a list of questions Cyndi asks at budget workshops like "is there anything that will come out of our budget that isn't here right now?" and to also question level funding issue. Liz asked if the Friends will continue to pay for Constant Contact--Cyndi will ask at Thursday's meeting.

Went into executive session at 7:30 for the trustees to discuss personnel matters and reconvened at 7:50pm.

6. **New Business**
 - a. Motion made by Martha Parks that going forward any new trustee would go through an orientation with Cyndi and Rini which would include a complete discussion of all ethics and a complete discussion of the workings of the library along with a tour and a signed acknowledgement

that they have received and read the materials, seconded by Dan Humbyrd. Motion carries.

7. Old Business

- a. Old Library property--Liz would like us to ask every single month about the closing date. Appears as though they're still working on an agreement with the buyer.
- b. Feasibility Study--Cyndi sent out the latest proposal from Edward Rowse. Liz Suvari suggested employing a Library Consultant. Preliminary discussions with library consultants by Cyndi and Maggie. We will email the trustees before the next meeting with a compilation of contenders. John suggested a large visual piece of a timeline--Maggie will look into buying one.
- c. Staff Parking--Liz Suvari made a motion that there will not be any additions to staff parking but that solutions will be considered in the redoing of the library, seconded by Martha Parks.
- d. Joan thanked the board, she loved being part of the library and says the board is on a good track. Thank you all for your friendship and camaraderie. Lori thanked her back for her service.

- 8. Adjournment** - the meeting was adjourned at 8:23 p.m. on a motion made by Dan Humbyrd, seconded by Rini Georgekutty.

Respectfully submitted - Maggie Browne