

**NORTH KINGSTOWN FREE LIBRARY
MINUTES**

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

1. **Call to Order-** The regular meeting of the Board of Trustees of the North Kingstown Free Library held on Monday, October 21, 2019, in the Meeting Room was called to order by chair Lori Vernon at 7:01 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 September 2019 meeting** - VOTED to approve the minutes of the September 9, 2019 meeting on a motion by Liz Suvvari, seconded by Rini Georgekutty.
4. **Public Comment:** N/A
5. **Guests:**
 - a. Jim Partridge - Edward Rowse Architects
 - i. Powerpoint Presentation
 - ii. Q + A
 - iii. Trustees requested quote from Rowse Architects
6. **Director's Report**
 - a. Second tree has come down last week—Kaiser came today to look at the other trees to make plan for at-risk trees. Motion made by Martha Parks to call facilities dept in relationship to the trees re: tree commission, seconded by Dan Humbyrd.
 - b. Doors have been replaced—still some work left to do, and to adjust the timing on closing
 - c. Smash and grab update: did teen get her belongings back? Any progress?
 - d. Demco chairs: 4 of each color
 - e. Paul V. Sherlock Center for Disabilities Grant—Maggie working on and due this week
7. **Old Business**
 - a. Feasibility Study: once we have all 3 proposals, we will meet with the strategic plan committee for building and grounds and possibly decide on which firm to go with
8. **New Business**
 - a. Code of Ethics
 - i. Details of the matter tabled until executive session can be scheduled

- ii. Lori will be meeting with the town solicitor to discuss personnel issues
 - iii. Directives from Lori:
 - 1. Cyndi and Maggie to take ethics seminar and open meetings law classes (they may also offer online classes)
 - 2. Complete printed handbook for the trustees—have a meeting with each new member and sign a document saying they've read it, comprehensive tour and meet the staff (OLIS has courses, RI Foundation, video component perhaps by NKHS student volunteer?)
 - 3. Lori will be coming in a few times a week to observe day to day operations
 - iv. Be more thorough with taking minutes, include more details
 - v. Martha Parks recommends that a staff member taking the minutes is a conflict of interest; no one else agreed
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- b. Staff Parking—staff suggested that it would be nice to have a few spots that are designated as staff only parking, discussion was tabled for the next meeting so members could think about the issue.
 - c. Martha Parks went to the last Friends meeting and thought the Trustees should also make a wishlist for the library renovation

9. Adjournment - the meeting was adjourned at 8:41 p.m. on a motion made by Joan Ehrhardt, seconded by Dan Humbyrd.

Respectfully submitted - Maggie Browne