

**NORTH KINGSTOWN FREE LIBRARY  
MINUTES**

**PRESENT WERE:** Varuna Abeywardane, Lori Vernon, Rini Georgekutty, Liz Suvari, Dan Humbyrd, Martha Parks, Susan Straub and Maggie Browne

**GUESTS:**

1. **Call to Order-** The regular meeting of the Board of Trustees of the North Kingstown Free Library held on Monday, September 21, 2020, via Zoom and in-person was called to order by Lori Vernon at 7:04 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 July 2020 meeting** - VOTED to approve the minutes of the August 31, 2020 meeting on a motion made by Liz Suvari and seconded by Martha Parks.
4. **Public Comment**
  - a. N/A
5. **Director's Report**
  - a. Great first day, 364 people visited the library. There was lots of patron excitement.
  - b. It's very important to complete the annual survey and grant in aid application by 10/2. On Thursday at the OSL membership meeting, we found out we have to have our hours up to at least 75% of our previous hours to qualify for grant-in-aid. We will be going back to our normal hours on Monday, 10/5, but holding off on Sunday hours for now. We're going to see how full hours on Mondays through Saturdays play out with schools opening etc. We will be going back to Sundays at some time, even if it's not this year. Our total capacity of 55 patrons allowed in the library is calculated on 100 square feet per person. This capacity number has not been a problem thus far. Newspapers are not available, but back issues still are, so we will look at putting those away.
  - c. At the OSL meeting it was discussed that we will be able to extend our WiFi to the full parking lot. Range would be within library grounds.
  - d. Susan attended her first department head meeting at Town Hall this morning. Susan will be inviting Ralph, James Lathrop and Angie to the next board meeting on October 19<sup>th</sup> to discuss 55 Brown Street. The sale has closed. We need to learn how much the library will receive for the old library building. The court's decision was for the money to go to the library minus closing costs. We also have questions about how the insurance and IT expenses are calculated. Money must be made out to the corporation. Susan will write up an email, send it out to trustees, and then send an email on to Ralph, James and Angie.

- e. We hired one person and have a second person we will soon hire. We need to fill two more openings before we open back up to full hours. All will work circulation. Lori asked if the applicants came from other town departments, and Susan said that we did not get any applicants from the union posting.
- f. Varuna had recommendations for director's report such as adding actionable items to the agenda and streamlining them overall. Susan will be experimenting with different styles for the report.

## **6. Friends of the Library Report**

- a. N/A

## **7. Old Business**

- a. Trustee bylaws: Rini and Lori met to clean up the bylaws a little bit and make everything a little more coherent. Eliminated the Vice President position as it's never existed. Discussion of term limits. Term limits were not instituted since appointments will be revisited once per year. There was discussion of required communication methods for special meetings, absences, etc. The decision was made that email and/or written request is acceptable. It was determined that a quorum means 4 members have to agree for something to pass. Motion made by Lori Vernon to approve changes to the trustee bylaws as amended, Liz Suvari moved, Rini Georgekutty seconded and the motion carried. The bylaws of the trustees were approved with the changes discussed at the meeting and a final copy will be sent to all trustees and the Susan. There was discussion of corporation bylaws. Approval for the corporation bylaws was tabled until next month's meeting.

## **8. New Business**

- a. Status of library reopening: The reopening went very well and was a positive experience for patrons. The question was asked whether we are taking book donations. We are not currently taking book donations since the Friends are currently working with Susan and Maggie to figure out a sorting schedule that works for both the Friends and the library. Eventually there will be a public announcement when we are taking donations again. We discussed beefing up our meeting room technology so that we can improve the experience of hybrid in-person/Zoom meetings. Maggie, Susan and Georgene will research.

- 9. Adjournment** - the meeting was adjourned at 8:32 p.m. on a motion made by Dan Humbyrd, seconded by Rini. The motion carries.

Respectfully submitted - Maggie Browne