

Tiverton Public Library
Board of Trustees Meeting Minutes
Regular Meeting: June 24, 2023, at 10 am

(NB: May, 2023rd regular meeting was canceled; the June meeting was originally scheduled for June 19th but was rescheduled to the 24th due to a lack of quorum.)

Meeting called to order at 10:30 am

ROLL CALL

Kathy Clarendon - present

John G. Edwards - present

Alize Gomes - absent

Carol Hermann (Chair) - present

Sanford Mantell (Treasurer) - resigned June 12, 2023 (see New Business #1 - below)

Christine Ryan (Secretary) - present

Kim Sutherland (Vice Chair) - absent

Also attending, Catherine Damiani, Library Director

CONSENT AGENDA

1. Minutes of April 17, 2023, regular meeting
2. Tiverton Library Foundation minutes from March 16, 2023, meeting
3. Friends of Tiverton Libraries minutes from May 10, 2023, meeting
4. UPLA annual meeting summary

Kathy made a motion to approve the consent agenda; Jay seconded; motion passed unanimously.

REPORTS

1. Treasurer's Report

a) Monthly Income and Expense reports - Notable charges in May included the annual Zoom subscription; a payment to locksmith for servicing a staff workroom door; a quarterly payment to CORE Technologies for printers; and a propane delivery before the end of the fiscal year. Payroll totals have been lower due to the vacancy in the Children's Library, but benefits and retirement for full-time staff remain stable. We are 91.67% through the fiscal year with 87.66% of the budget expended.

b) Bank Newport account report - The account was active with payments to program facilitators and program supply purchases. The check to Thrive Outside for the large poster design and printing also cleared. Bayside Bartenders (for the gala) was originally paid from the library account but we have since been reimbursed by the

Foundation. Other deposits included payments for lost books, a Rakuten rebate, and a donation for the children's garden area.

2. Committee Reports

a) Budget

1. Discussion/possible vote on end-of-year spending priorities.

The financial report includes a forecast of what the budget will look like by June 30th with all of the normal expenses. There should be \$14,348 that will need to be billed by that date. Catherine suggested these funds be used for the following: 1) HVAC repairs - RTU#1 is not communicating with the scheduling software so Catherine is working with several vendors to have the issue resolved. She will not know the cost until Arden Engineering can come and take a look at the problem. Jay suggested that since the building is 8 years old, Arden should look at all (5) of the rooftop units; 2) Landscaping - The landscaper will clean the library beds and mulch them. The price usually ranges between \$600-\$1,000; 3) Computer replacement - at \$2,500, this line is always lower than needed. Next on the replacement schedule are several patron computers and a few staff computers, including the Director's.

The three items listed above top the priorities for end-of-year spending. Two other items include Collection/materials and Supplies. Any amount of monies left over after the top priorities have been met will be used for Collections and/or Supplies.

Kathy made a motion to approve the end-of-year priorities spending as recommended by the Director; Jay seconded; motion passed unanimously.

b) Personnel

1. Discussion/possible vote on FY24 staff members' wage increases of 2% on their anniversary pending a positive annual review.

Catherine prefaced her summary by noting that the library will receive the full GIA and the requested town funding which will allow the plan to proceed with 2% wage increases for staff members on their anniversary pending a positive annual review:

- a) Catherine included the worksheet that she and the Budget Subcommittee used to estimate the Salaries line.
- b) One exception is the Children's Library Assistant who started in Jan, 2023. She will receive a 2% increase at the 6-month mark after her probationary period and another 2% increase at the one-year anniversary mark.
- c) Current vacancies include 1 Children's Library Assistant; also, there are only 2 pages for the summer months. Catherine has budgeted for possible applicants.
- d) Exceptions to the anniversary guideline will be pages and on-call staff whose wages change on Jan 1st when the minimum wage increases. Catherine

budgeted increases but would like to leave the on-call rate TBD (if we increase to \$16.00/hour it would bring us to the starting amount of a part-time Library Assistant).

Kathy made a motion to approve FY24 staff members wage increases of 2% on their anniversary pending a positive annual review as included in the FY24 approved budget and as recommended by the Director; Jay seconded; motion passed unanimously.

3. Director's Report

a) Monthly usage and program statistics - With 38 attendees the Union Library Plant and Seed Exchange was one of our most popular events for the month. Other popular programs included children's storytime (6 sessions, 203 attendees); technology help sessions (20 1-on-1 sessions); and Poetry Reading with David Dragone and Friends program (11 attendees).

On Monday, May 22nd all RI public libraries moved to a new online catalog and library card account system, thus circulation statistics for May are not yet available from OSL. Drop-in meeting room use remains a popular service.

NEW BUSINESS

1. Discussion/possible vote on election of new board treasurer

Sanford Mantell, one of our Board Trustees, resigned on June 12th. Carol thanked him for his service on the Board and his role as Board Treasurer. Although absent from this meeting Alize Gomes, a member of the Board and an experienced banker, was suggested to be the new Treasurer. Jay offered to serve as Treasurer for 6-months if she was not able to take on the role at this time.

Jay made a motion that Alize Gomes be elected to serve as the new Board Treasurer; Kathy seconded; motion passed unanimously.

2. Discussion/possible vote on extending existing fence along southern property line with installation to be done by DPW

Discussion covered two basic options: 1) whether the library could buy the materials and have the Tiverton DPW do the installation or 2) have an outside vendor furnish the materials and install the fencing. The fence would be 4'-5' high and approximately 94' in length. Three vendors would submit quotes for fencing materials and for work done at the prevailing wage. Funding would come from the library's Bank Newport account. The Library Director (with input from the Property Subcommittee) would see if it is feasible for the DPW to take on the project or if it would be better to work with a single vendor.

Jay made a motion to authorize the Library Director to determine if the DPW would be available for the job and/or get quotes from at least 3 vendors to furnish and install a fence which will extend the existing fence along the southern property line; Kathy seconded; motion passed unanimously.

3. Discussion/possible vote on Tiverton Library Foundation (TLF) submitting a Champlin grant for the outdoor space project

The deadline for the Champlin grant was June 30th. Catherine has been working with Eileen Browning, the Foundation's Grant Coordinator, on putting an application together for the Outdoor Space Project. The goal is to fund survey work, site grading, storywalk pathway, and fencing along Bulgarmarsh and the west parking lot. Based on preliminary costs, the application request is \$86,775 from the Champlin Foundation. The rest of the costs will be covered by the Foundation, donors, and possibly the library (see next agenda item). The grant will be submitted under the TLF as the Foundation has been awarded grants for building the library as well as the mural project.

Chris made a motion to authorize the Director to apply for a Champlin grant in conjunction with the TLF for the amount of \$86,775 for the Outdoor Space Project; Kathy seconded; motion passed unanimously.

4. Discussion/possible vote authorizing use of funds from Bank Newport for the outdoor space project

Catherine noted that matching funds or donations committed to the Outdoor Space Project would enhance the Champlin application and weigh heavily in their decision process. She is requesting \$12,000 be committed to the project; monies will come from Bank Newport Funds.

Jay made a motion to authorize Catherine to commit \$12,000 from the Bank Newport Funds as part of the application grant to the Champlin Foundation for the Library's Outdoor Space Project; Chris seconded; motion passed unanimously.

5. Long-range plan update

Catherine reminded the Board that the Library's long-range plan will expire at the end of 2023. She is preparing a list of 3 possible candidates from which she will choose a consultant for the project.

ADJOURNMENT

Having no further business, Carol asked for a motion.

Kathy made a motion to adjourn; Jay seconded; motion passed unanimously.

Meeting adjourned at 11:30 am