

North Kingstown Free Library



Board of Trustees

Board Chair, Elizabeth C. Suvari

Trustees: Varuna Abeywardane, Rini Georgekutty, Dianne Izzo, Tom Sgouros, Will Valverde, Stacey Weinstein

Board of Trustees Meeting Minutes Monday, June 10, 2024

PRESENT WERE: Varuna Abeywardane, Rini Georgekutty, Tom Sgouros, Dianne Izzo, Elizabeth Suvari, Will Valverde, Stacey Weinstein, Megan Weeden (Library Director), Jennifer Boettger (Assistant Director)

1. **Call To Order:** The regular meeting of the Board of Trustees of the North Kingstown Free Library was called to order by Board Chair Elizabeth Suvari at 7:15 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. **Approval of Minutes of the April 8, 2024 meeting**
VOTED unanimously to approve the minutes of the April 8, 2024 meeting as presented (motion made by Diane Izzo, seconded by Will Valverde).
4. **Budget & Finance Report—Megan Weeden**
 - a. Library Director Weeden gave a FY24 budget report. Right now, there will be a \$25,000 surplus. Working to spend some of that on new laptops, director furniture and landscaping.
 - b. GIA – Governor released his budget and libraries will be fully-funded at 25%. NKI will receive \$8,851 more than originally budgeted; DFL will receive \$809 more than originally budgeted; WIL will receive \$1,034 more than originally budgeted
5. **Director's Report**

During the first week as Director, Megan reported the following:

- Attended town department heads meeting and met all the town directors
- Met all the staff briefly and setup one-on-ones with them for following week
- Scheduled technology training with Envision for Jenn and Megan
- Met with Susan to get up to speed on building issues that will need to be addressed;
- Learned how to process invoices and where we are in the budget.
- Set up a one-on-one meeting with Ralph

STATISTICS

- Library visits in May – 7,946
- Circulation – 19,477 (see attached)

CURRENT ISSUES/AGENDA ITEMS

- Megan arrived Thursday morning, June 6 to find that water was all over the floor in the boiler room. The sump pump had died and water had backed up and was overflowing from the drains. Public works was here to take items to the dumpster when it was discovered. Cola Plumbing came out and said the sump pump needed to be replaced, but also the electrical box needed to be rewired. So, the electrician was also called. It has all been replaced and rewired.
- Public works came out to measure the book drop so they can come up with a solution for making it easier to bring the book drop cart into the building during inclement weather.

LIBRARY STAFF

- **FT Library Technician position:** Georgia Hitte will be resigning to move to Florida. Will be working with Jenn to post the position.

OTHER

- Juneteenth – the library will be closed on June 19, 2024

6. Elevator modernization update:

- Otis Elevator modernization team came this week to review the project. There was some discussion as to whether a sump pump will be needed. Looking like we will not need one. Telephone can still use the landline phone. On track to start the work beginning in the fall. Will be without an elevator for about 5 weeks while the work is being completed. We may need to have some temporary computer stations set up upstairs for anyone who needs them. Will be completed in time for the December 2025 deadline to spend the money.

7. All-staff meeting, June 28, 2024

- a. There was a request to close the library on Friday, June 28, 2024 for staff technology training. The board VOTED unanimously to close the library on Friday, June 28 for staff training on a motion made by Will Valverde and seconded by Diane Izzo.

8. Public Comment: There was no public comment.

9. Adjournment: VOTED unanimously to adjourn at 7:45 p.m. (motion made by Rini Georgekutty, seconded by Varuna Abeywardane).

Respectfully submitted, Megan Weeden, Library Director