



East Smithfield Public Library

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<http://www.eastsmithfieldpubliclibrary.org/>

Board of Trustees Meeting

November 19, 2019 – 7:00 p.m.

AGENDA:

- A. CALL TO ORDER
- B. EMERGENCY EVACUATION AND HEALTH NOTIFICATION
- C. PUBLIC COMMENT
- D. SECRETARY'S REPORT
 - 1. Approve minutes from previous meeting.
- E. TREASURER'S REPORT
 - 1. Balances report.
- F. PRESIDENT'S REPORT
 - 1. Review of Bylaws.
 - 2. Discuss reformatting our meetings so they are more productive.
- G. FOL REPORT

1. Report on current activities.

H. DIRECTOR'S REPORT

- 1. Town Request for Capital Improvement Program 2021 – 2026. For items in excess of \$10,000 and minimum 10 year life. Put in for removing the underground oil tank and gutter replacement. Companies who came didn't think it would be cost effective to switch to natural gas heat. The screens for library windows won't cost more than \$10,000. Maxine suggested taking the broken screens off. She says most of the windows won't open anyway. Possibly we should look into having some of the windows replaced.**
- 2. Fundraising Committee decided not to have a Bingo this year. They decided that we don't know enough about it. Will explore later. Decided to try a Spring Silent Auction here in the library, March 16 -28 and a Bake Sale, March 19 – 21.**
- 3. Policy Committee met Nov. 12. Continued work on Personnel Policy.**
- 4. Discussion of January staff raises.**
- 5. Shed update.**
- 6. Annual Appeal Fundraising letter. USPS doesn't do saturation mailing any more. Exploring other options.**
- 7. Website update.**

I. NEW BUSINESS

- 1. Preliminary FY 20/21 budget discussion.**

J. EXECUTIVE SESSION– If necessary, to consider and act upon such matters as may be considered at a meeting closed to the public pursuant to the Open Meetings Law.

K. SCHEDULE NEXT MEETING AND ADJOURN

"The public is welcome to any meeting of the Board of Trustees. If communication assistance (readers/interpreters/captions) or any other accommodation to ensure equal participation is needed, please

contact the Smithfield Town Manager's Office at 401-233-1010 at least forty-eight (48) hours prior to the meeting."

****NOTE – The Board will not be meeting in July and August.**