



East Smithfield Public Library

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

Board of Trustees Meeting

December 17, 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. Continue review of Bylaws.
- G. FOL REPORT
 - 1. Report on current activities.

H. DIRECTOR'S REPORT

- 1. Fundraising Committee met Dec. 9. Greenville Library is ready to do joint fundraiser in spring. Committee likes the idea of a catered pancake breakfast. Greenville would like to do something that they've done in the past, a balloon raffle, where some of the balloons have money or gift cards inside. Possibly do a silent auction and raffle also.**
- 2. Policy Committee Dec. 10 meeting cancelled. No Board member available.**
- 3. Sir Speedy found that USPS is still doing a mailing we can use for annual fundraising letter. We needed to rent a 02917 mailing list. The letters should go out soon.**
- 4. Website is on track for going live in the beginning of January. If all goes well during the first couple weeks of use in Jan. we'll announce it in February Newsletter.**
- 5. Attended individual department Capital Improvement Plan meeting at Town Hall on Dec. 5. Town asked me to look into having a study done to see if oil tank leaking. Got three quotes. Town and library will split cost. They also want me to look into getting price quotes to change the first floor from oil to gas.**
- 6. Library lost all phone lines on 12/10. Verizon in process of switching all lines to FIOS.**
- 7. ATG group has been here the week of 12/9 installing the CAT6 cable and 48 drops recommended by OSL and Funded by the Champlin grant.**
- 8. High School principal Dan Kelly will look into having students paint mural in stairwell. Any ideas on what we might want painted?**

I. NEW BUSINESS

J. OLD BUSINESS

- 1. Continue preliminary FY 20/21 budget discussion.**
- 2. Continue January staff raises discussion and make decision on raises.**

K. 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.

L. 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.**