

**NEWPORT PUBLIC LIBRARY**  
**Board of Trustees**  
**Meeting Minutes**  
**January 15, 2015**

1. Call to order: President Robin Skuncik Jones called the meeting to order at 4:30 p.m. in the Rotary Board Room of the Newport Public Library.

Attendance: Jennifer Booth, Michael Dawson, Robin Skuncik Jones, Justin McLaughlin, David Reed, Marriam Cramer Ring (for Chuck Flippo), Rita Slom and library director Anne Shepherd.

Excused: Chuck Flippo, Girard Galvin, David Gordon, Susan McCoy, Linda Martin  
Absent: Angel Gonzalez, Jessica Walsh

2. Amendment to the agenda:  
There were no changes or additions to the agenda.
3. Secretary's Report:  
The November 20, 2014 Board of Trustee minutes were tabled until the next meeting or when a quorum can be reached.
4. Finance Committee report:  
Michael Dawson reported that the financial statements for November and December 2014 were reviewed. The library has received approximately half of its state grant in aid. The next installment should be received in February or March.  
Salaries are under budget due to vacancies that have now been filled. The Property Maintenance department is looking to hire a temporary custodian due to the extended illness of one staff member. Electricity is below budget but rates increase the first of the year so subsequent bills may be higher. Investment interest has been flat due to market fluctuations.
5. President's Report:  
Robin Skuncik Jones reported that there are three vacancies on the Board. She recommended a candidate, Michael Dutton, to fill one of the vacancies. A vote will be taken at the next Board meeting.
6. Personnel Committee:  
Robin Skuncik Jones reported that she will email the Personnel Committee to arrange for a time when all can meet.
7. Building and Grounds Report:  
David Reed reported that things are going well in the maintenance department even though it is short staffed.
8. Financial Development Committee report:  
There was no report at this time.
9. Friends of the Library:  
Marriam Ring, filling in for Chuck Flippo, reported that eBay sales were very good in December. The next Friends Book Sale will be held on March 19 – 25 in the Spring Street Lobby.

10. Director's Report:

Anne Shepherd reported on improvements to the Children's Section. The Point Houses have been painted, carpeted and furnished with new furniture. Comfortable lounge chairs were added to the Children's Section for mothers to sit with their children.

The library submitted five projects for capital improvement plan funds.
11. Old business:
  - a. Request to serve wine at Friends event:

Due to the absence of Friends President Chuck Flippo, the request will be tabled until the next Board meeting.
12. New business:
  - a. Chinese Room:

Thirty four years ago, the library received a collection of Chinese books and artifacts from Clyde Sargent. It was housed in the Chinese Room until the library was renovated in 2001 when it was moved to the former Newport Room, now named the Sargent Special Collections Room. Due to the demand for local and genealogical materials, Director Anne Shepherd asked that the Chinese books be shelved in the lower level of the library. This would free up space to bring local history materials out of storage and into the room where they will be used. There is also the Chinese Room Fund that has been inactive as the committee has been dormant for years. Anne Shepherd would like to use some of the funds to have the books and artifacts appraised.

The discussion is tabled until the February meeting.
  - b. Notary Change:

The library currently has one staff member who serves as a notary public, free of charge. Anne Shepherd proposed that a \$1 fee per item would bring in needed revenue to the library.

The proposal is tabled until the February meeting.
  - c. Delta Dental for retirees:

Previously, library employees were not eligible to join city retirees in the purchase of dental coverage after retirement. The only option for retired library employees was COBRA for an eighteen month period. The city has agreed to include library employees in their coverage, if approved by the Board. A vote will be taken at the February meeting.
  - d. Parking Lot:

Anne Shepherd asked that a committee be formed to address the lack of parking for patrons at the library. Between sharing the lot with two other city departments and city dwellers who have nowhere else to park, there are few spaces left for library patrons especially when there are multiple meetings and programs. Robin Skuncik Jones said she would send an email to Board members for anyone interested on forming the committee.
13. Adjournment:

The meeting was adjourned at 5:10 pm

The next meeting is scheduled on February 19, 2015.