

NEWPORT PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
October 20, 2016

1. Call to order: President Michael Dawson called the meeting to order at 4:35 p.m. in the Rotary Board Room of the Newport Public Library.

Attendance: Peter Baylor, Gina Brown, Michael Dawson, Michael Dutton, Girard Galvin, Adrienne Haylor, Matthew Leys, Linda Martin, Scott Skuncik, Rita Slom, Stephen Waluk and Library Director Anne Shepherd.

Absent: Jennifer Booth, Angel Gonzalez, Justin McLaughlin

2. Amendment to the agenda:
There were no changes or additions to the agenda.

3. Secretary's Report:
Linda Martin asked for changes or additions to the September 15, 2016 Board of Trustees meeting minutes. Hearing none, she asked for a motion to approve the minutes as presented.

Rita Slom made a motion to accept the minutes as presented. Girard Galvin seconded the motion. A roll call was taken. Peter Baylor, Gina Brown, Michael Dawson, Michael Dutton, Girard Galvin, Matthew Leys, Linda Martin, Scott Skuncik, Rita Slom and Stephen Waluk voted for the motion. There were no votes against. The vote was unanimous. The motion carried.

4. Finance Committee Report:
a. Financial Statement for September 2016:

The financial statement for September 2016 was reviewed. Michael Dutton reported that investment income rose slightly in September by .52%. Both income and expenses were down slightly in September.

5. President's Report:
Michael Dawson introduced the five new members to the Board of Trustees. Board Committee information and meeting schedules were distributed. Members are encouraged to sign up for at least one committee.

6. Building and Grounds Report:
Michael Dawson reported fall cleanup including gutter cleaning has begun. The Library had fire protection testing and an energy audit.

7. Financial Development Committee report:
Rita Slom announced that this year's event will be held at the rotunda at Easton's Beach on June 25, 2017.

8. Friends of the Library Report:
Adrienne Haylor reported there are now 101 members of the Friends. The bookstore has begun its Sunday hours. The Friends are preparing for their largest sale of the year, the Holiday Sale, which runs from December 2-7. A display featuring the sale will be in the Spring Street display case.

9. Director's Report:

Anne Shepherd distributed flyers for upcoming programs at the Library. She reminded the Board that the Library is closed on Staff Development day, Friday, October 28.

Anne Shepherd reported she received a letter stating that the Library is a beneficiary to the will of a local woman who recently passed away. She will report details as she receives them.
10. Old business:
 - a. Renovation update:

Anne Shepherd reported that the new office for the Head of Children's Services has been completed. Furniture has been ordered. A sample of carpeting for the Teen area was displayed. There will be a lot of renovation activity in late November/early December.
 - b. Long Range Plan:

Discussion of the Long Range Plan was tabled until the next meeting so new Board members could receive copies.
11. New business:
 - a. Discussion: New library logo:

There has been discussion among staff about changing the Library's logo. Staff members would like to work on a new logo. Drafts will be made available to the Board before any decision is made.
 - b. Rotary Room chairs:

The chairs in the Rotary Room are beginning to show wear and tear from heavy usage. Anne Shepherd asked the Board if the chairs should be refinished or replaced. She will give the Board a report on each option.
12. Adjournment:

The meeting was adjourned at 5:15 pm.
The next meeting is scheduled on November 17, 2016.