

NEWPORT PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
November 17, 2016

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

Attendance: Peter Baylor, Jennifer Booth, Gina Brown, Michael Dawson, Michael Dutton, Angel Gonzalez, Matthew Leys, Justin McLaughlin, Rita Slom, and Library Director Anne Shepherd.

Excused: Girard Galvin, Adrienne Haylor, Linda Martin
Absent: Scott Skuncik, Stephen Waluk

Justin McLaughlin said farewell to the Board of Trustees as this was his last meeting as city council liaison. He said it was a pleasure serving on the Board of Trustees. Board President Michael Dawson thanked Justin for his contributions and commitment.

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

3. Secretary's Report:
Anne Shepherd asked for changes or additions to the October 20, 2016 Board of Trustees meeting minutes. Hearing none, she asked for a motion to approve the minutes as presented.

Jennifer Booth made a motion to accept the minutes as presented. Peter Baylor seconded the motion. Peter Baylor, Jennifer Booth, Gina Brown, Michael Dawson, Michael Dutton, Angel Gonzalez, Matthew Leys, and Rita Slom voted for the motion. There were no votes against. The vote was unanimous. The motion carried.

4. Finance Committee Report:
 - a. Financial Statement for October 2016:

The financial statement for October 2016 was reviewed. Michael Dutton reported that investment income was down in October. Income was down in October. The Library has not received its State Grant in Aid. The first two quarters are due in December. There was an increase in expenses for the month.

5. President's Report:
Michael Dawson distributed information and a sign-up sheet for committee selection. He asked that each Board member sign up for at least one committee.

6. Building and Grounds Report:
Anne Shepherd reported renovations in the main Library are continuing. Repairs were made this month to the Library's AC system and roof.

7. Financial Development Committee report:
Anne Shepherd reported the event committee has put a deposit on the Rotunda at Easton's Beach for the June event. A band has also been booked.

8. Friends of the Library Report:
Anne Shepherd reported the Friends have 104 members. The Holiday Sale begins December 2 in the Spring Street Lobby. The sale is the biggest money making sale for the Friends Bookstore.
9. Director's Report:
Anne Shepherd distributed flyers for upcoming programs at the Library. Children's programming charted the highest non-summer program attendance with 1,065 attending 54 programs. Renovations continue with the Periodical collection moving to the Adult Section to make way for the extension of Teen Services. Anne reminded the Board that the Library closes at 6:00 pm on Wednesday before Thanksgiving and is closed on Thanksgiving Day and the Sunday after Thanksgiving. Regular library hours are observed on the Friday and Saturday after Thanksgiving.
10. Old business:
 - a. Long Range Plan:
After reviewing the Long Range Plan, Michael Dawson asked for a motion to approve the three year plan. Peter Baylor made a motion to approve the Library's Long Range Plan. Jennifer Booth seconded the motion.
Peter Baylor, Jennifer Booth, Gina Brown, Michael Dawson, Michael Dutton, Angel Gonzalez, Matthew Leys, and Rita Slom voted for the motion. There were no votes against. The vote was unanimous. The motion carried.
11. New business:
There was no new business at this time.
12. Adjournment:
The meeting was adjourned at 5:00 pm.
The next meeting is scheduled on January 19, 2017.