

NEWPORT PUBLIC LIBRARY

Board of Trustees

Meeting Minutes

February 19, 2015

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

Attendance: Jennifer Booth, Chuck Flippo, Girard Galvin, David Gordon, Robin Skuncik Jones, Susan McCoy, Linda Martin, David Reed, Rita Slom and library director Anne Shepherd.

Excused: Michael Dawson, Justin McLaughlin,

Absent: Angel Gonzalez, Jessica Walsh

2. Amendment to the agenda:

There were no changes or additions to the agenda.

3. Secretary's Report:

Susan McCoy asked for changes or additions to the November 20, 2014 and January 15, 2015 Board meeting minutes. Hearing none, she asked for a motion to accept the minutes as presented.

Rita Slom made a motion to accept the minutes as presented. Jennifer Booth seconded the motion. A roll call was taken. Jennifer Booth, Girard Galvin, David Gordon, Robin Skuncik Jones, Susan McCoy, Linda Martin, David Reed, and Rita Slom voted for the motion. There were no votes against. The vote was unanimous. The motion carried.

4. Finance Committee report:

Robin Skuncik Jones informed the Board that Michael Dawson was unable to attend the meeting due to the passing of his father. Due to these circumstances, the proposed budgets will be reviewed at the next Board meeting.

Robin Skuncik Jones reported that the library is in a good cash position and expenses are under budget.

5. President's Report:

Robin Skuncik Jones asked that the Board vote to elect Michael Dutton to fill one of the vacancies on the Board of Trustees. Mr. Dutton is a local accountant and author.

Susan McCoy made a motion to elect Michael Dutton to the Board of Trustees of the Newport Public Library. Jennifer Booth seconded the motion. A roll call was taken. Jennifer Booth, Girard Galvin, David Gordon, Robin Skuncik Jones, Susan McCoy, Linda Martin, David Reed, and Rita Slom voted for the motion. There were no votes against. The vote was unanimous. The motion carried.

Robin Skuncik Jones reported that she has received the names of two possible candidates to fill the vacancies on the Board.

6. Personnel Committee:

Robin Skuncik Jones reported that the Personnel Committee meeting has been postponed and will be rescheduled.

7. **Building and Grounds Report:**
David Reed reported that things are going well despite the harsh weather. There have been no frozen pipes and very few leaks in the roof from the heavy snowfall.
8. **Financial Development Committee report:**
Susan McCoy reported that this year's annual appeal has received \$20,199.37 from 126 donors so far. Last year's appeal received \$18,300.
Letters for this year's event sponsorship are ready to be mailed. Bill Corcoran has agreed to be this year's honorary chairman.
9. **Friends of the Library:**
Chuck Flippo reported that the Friends are in good shape financially. A spring clearance sale is scheduled for March 21-25 with \$4 bags of books for the last day of the sale.
10. **Director's Report:**
Anne Shepherd passed out flyers promoting library programs. The library has had three snow days so far this year. She also reported that she has applied for six grants including one to establish a lab for the 3D printer where the computer room now resides. The computers will be available on the floor of the main library.
March 28 is RI Library Day and staff is planning events for the day.
11. **Old business:**
 - a. **Chinese Collections:**
Anne Shepherd reported that two representatives from the Preservation Society of Newport came to the library and evaluated the Chinese Room Collection. Most of the items were made for export however there are two pieces they would like to take on loan to display in the Elms. The library would like to keep some articles and display them in The Stride Room. The bulk of the items and books will be appraised by Grogan & Company from Boston, MA, possibly to be sold as one lot.
After discussion, the Board agreed to the appraisal by Grogan & Company, the loan of artifacts to the Elms and the moving of the Chinese Collection to the Stride Room to make way for Newport materials.
 - 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 seal would bring in needed revenue to the library.
The Board agreed that this would be acceptable.
 - 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 at no cost to the library. The Board approved this option for retirees.
 - 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. Anne asked that anyone interested to e-mail her.

12. New business:

a. St. Patrick's Day Parade Closing:

The St. Patrick's Day Parade is scheduled for Saturday, March 14. The library has closed for the past 2 years due to the inability to park as well as unruly crowds using library facilities. Anne Shepherd stressed that this is not a day off for staff. She also asked that this become a yearly closing.

David Reed made a motion to close the Library each year on the date of the St. Patrick's Day Parade. Linda Martin seconded the motion. A roll call was taken. Jennifer Booth, Girard Galvin, David Gordon, Robin Skuncik Jones, Susan McCoy, Linda Martin, David Reed, and Rita Slom voted for the motion. There were no votes against. The vote was unanimous. The motion carried.

b. Policy updates:

Two revised policies were distributed: the Emergency Closure Policy and the Staff Development Policy. Robin Skuncik Jones asked the Board to review the policies and be prepared to vote at the next Board meeting.

13. Adjournment:

The meeting was adjourned at 5:25 pm

The next meeting is scheduled on March 19, 2015.