

## NEWPORT PUBLIC LIBRARY

### Board of Trustees

### Meeting Minutes

February 20, 2014

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, Kathy Boyd, Girard Galvin, Angel Gonzalez, Pamela Humphreys, Robin Skuncik Jones, Susan McCoy, Justin McLaughlin, David Reed, Jessica Walsh and library director Regina Slezak.

Excused: Lynne Ceglie, Michael Dawson, Chuck Flippo, David Gordon, Linda Martin, Sheila Sulentic

Denise Lavoie of Aaronson, Lavoie, Streitfeld, Diaz & Co. PC was also in attendance.

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 January 16, 2014 Board meeting and January 29, 2014 Special Meeting minutes. Hearing none, she asked for a motion to accept the minutes as presented. Jennifer Booth made a motion to accept the minutes as presented. David Reed seconded the motion. Jennifer Booth, Kathy Boyd, Girard Galvin, Angel Gonzalez, Pamela Humphreys, Robin Skuncik Jones, Susan McCoy, David Reed and Jessica Walsh voted for the motion. There were no votes against. The vote was unanimous. The motion carried.
4. Finance Committee report:  
The financial statements for January 2014 were reviewed. Robin Skuncik Jones reported that the budget is on track so far this fiscal year.
  - a. Auditor's Report:  
Denise Lavoie of Aaronson, Lavoie, Streitfeld, Diaz & Co. PC presented a draft of the annual audit for fiscal year 2012-2013, the management letter and copies of the IRS form 990. Internal controls were discussed, some of which have already been implemented. In the auditor's opinion letter, the library is stable financially and in a good financial position.
5. President's Report.  
There was nothing to report.
6. Building and Grounds Report:  
David Reed reported that the maintenance crew has been busy with frequent snow removal so far this winter. Work on the redesign of the circulation desk will begin soon. The project is funded by the Champlin Foundations.
7. Financial Development Committee report:  
Susan McCoy reported the Gilded Age Tea at the Hotel Viking was sold out and a great success. The Library received \$800 from the Hotel Viking, \$100 in donations and \$98 in proceeds from the raffle of the *Downton Abbey* DVD series for a total of \$998.

452 sponsor letters for the Library's annual event, *Set Sail For a Novel Evening*, were mailed on February 14, 2014. So far, 3 sponsors and 2 contributors have responded for a total of \$3,100.

The Annual Appeal received 1 donation in February for a total of \$18,000 from 145 donors.

8. Friends of the Library:  
Regina Slezak reported that the Friends cancelled the February meeting due to bad weather.
  9. Director's Report:  
In addition to her report, Regina Slezak reported that the Property Manager Jim Mass and Circulation Supervisor Shirley Tyler met with the Circulation Department designer to view carpet samples for the circulation redesign.
  10. Old business:
    - a. Newport Garden Club Proposal:  
Regina Slezak reported that the Garden Club would like to meet with the Building and Grounds committee concerning the outdoor reading space plan.
  11. New business:
    - a. Proposed budget for fiscal year 2014-2015:  
Copies of the proposed budget for fiscal year 2014-2015 were distributed for review. A vote will be taken at the next Board meeting.
    - b. St. Patrick's Day Parade:  
Regina Slezak asked that the Library close on Saturday, March 15, the day of the city's St. Patrick's Day Parade so staff members may participate in the parade.
- Jennifer Booth made a motion to approve the closing of the Library on Saturday, March 15. Susan McCoy seconded the motion. Jennifer Booth, Kathy Boyd, Girard Galvin, Angel Gonzalez, Pamela Humphreys, Robin Skuncik Jones, Susan McCoy, David Reed and Jessica Walsh voted for the motion. There were no votes against. The vote was unanimous. The motion carried.
12. Adjournment:  
The meeting was adjourned at 5:15 pm

The next meeting is scheduled on March 20, 2014.