

NEWPORT PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
March 19, 2015

1. Call to order: Vice President Jennifer Booth 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, Chuck Flippo, Girard Galvin, Angel Gonzalez, Susan McCoy, Justin McLaughlin, David Reed, Jessica Walsh, library bookkeeper Annette Love and library director Anne Shepherd.

Excused: David Gordon, Robin Skuncik Jones, Linda Martin, Rita Slom

Antonio Petisce of Aaronson, Lavole, Streitfield, 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 February 19, 2015 Board meeting minutes. Hearing none, she asked for a motion to accept the minutes as presented.

Girard Galvin made a motion to accept the minutes as presented. Angel Gonzalez seconded the motion. A roll call was taken. Jennifer Booth, Michael Dawson, Girard Galvin, Angel Gonzalez, 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:
Antonio Petisce of Aaronson, Lavole, Streitfield, Diaz & Co., PC distributed draft copies of the unmodified audit report for last fiscal year and copies of the IRS form 990 for review. He reported that the Library is in a strong financial position.

Michael Dawson reported that the financial statements for February were reviewed. Expenses are under budget year to date. Investment income is up 3% in February, 3.5% year to date.
This year the city asked the Library Director to prepare budgets for the next two fiscal years. After review, Michael Dawson asked for a motion to accept the budget for fiscal year 2015-2016. The budget has an overall increase of 1.7%.

Susan McCoy made a motion to accept the budget for fiscal year 2015-2016. David Reed seconded the motion. A roll call was taken. Jennifer Booth, Michael Dawson, Girard Galvin, Angel Gonzalez, Susan McCoy, David Reed and Jessica Walsh voted for the motion. There were no votes against. The vote was unanimous. The motion carried.
5. President's Report:
There was no report at this time.
6. Personnel Committee:
Anne Shepherd reported that the Personnel Committee is planning to meet sometime in late April.
7. Building and Grounds Report:

David Reed reported that the library has fared well during the harsh winter with no broken pipes but did experience ceiling leaks caused by ice jams in the gutters.

8. Financial Development Committee report:
Susan McCoy reported that this year's annual appeal has received \$20,254.37 from 127 donors. This year's event, Literacy Blooms at A Novel Evening, has received \$5,100 from 11 sponsors and \$100 in donations.
9. Friends of the Library:
Chuck Flippo reminded the Board that the Spring Book Sale begins Saturday, March 21 and ends with a \$4 a bag book sale on Wednesday, March 25.
The Children's only book sale in February made over \$400.
At the last Friends meeting, the Friends agreed to fund two children's programs.
10. Director's Report:
Anne Shepherd reported that there are currently two vacant staff positions, one in maintenance and one as a page. She also announced that Luke Owens, head of adult services, has resigning as his family is moving to Arizona. He will be leaving in June.
Anne reminded the Board of RI Library Day on Saturday, March 28. Special programs are planned as well as a Friends membership drive. Those returning overdue materials on that day will receive amnesty. Anne met with the acting city manager to discuss the bond money and the parking issue at the library.
11. Old business:
 - a. Approve policy updates:
Three revised policies were given to the Board for their approval: Staff Development, Emergency Closure and Confidentiality of Library Records.
Susan McCoy made a motion to accept the revised policies as listed. Angel Gonzalez seconded the motion. A roll call was taken. Jennifer Booth, Michael Dawson, Girard Galvin, Angel Gonzalez, Susan McCoy, David Reed and Jessica Walsh voted for the motion. There were no votes against. The vote was unanimous. The motion carried.
12. New business:
 - b. Plan 65 update:
In 2002, library employees who retired and reached the age of 65 were required to switch their medical coverage to the supplemental Plan 65 plan along with Medicare parts A and B. Annette Love reported that there are 3 retirees who retired prior to 2002: two on Healthmate and one on Blue Cross Classic. In order to move these retirees to Plan 65, the city requires approval from the Board of Trustees. The change will take place on July 1, 2015.
David Reed made a motion to allow the move of three retirees to Plan 65. Angel Gonzalez seconded the motion. A roll call was taken. Jennifer Booth, Michael Dawson, Girard Galvin, Angel Gonzalez, Susan McCoy, David Reed and Jessica Walsh voted for the motion. There were no votes against. The vote was unanimous. The motion carried.
 - c. Renovation of Sargent Special Collection Room:
At the February Board of Trustees meeting, the Board approved moving selected Chinese artifacts from the Sargent Special Collection Room into the Stride Meeting Room and getting an appraisal for the remaining objects. Mike Grogan from Boston, MA came to the library to appraise the items and books. He agreed to take them for auction.
Anne Shepherd requested that the proceeds from the auction and the Chinese Room Fund be used to renovate the Sargent Special Collection Room and turn it into a local history and genealogy room.

After discussion, the Board agreed to the sale of the artifacts and books at auction.

Girard Galvin made a motion to approve the sale at auction of the artifacts and books from the Sargent Special Collection. David Reed seconded the motion. A roll call was taken. Jennifer Booth, Michael Dawson, Girard Galvin, Angel Gonzalez, Susan McCoy, David Reed and Jessica Walsh voted for the motion. There were no votes against. The vote was unanimous. The motion carried.

d. Staff Development Day:

Anne Shepherd requested that the library close on Wednesday, October 7 for staff development day. The library would be closed all day.

David Reed made a motion to close the library on October 7, 2015 for staff development day. Michael Dawson seconded the motion. A roll call was taken. Jennifer Booth, Michael Dawson, Girard Galvin, Angel Gonzalez, Susan McCoy, David Reed and Jessica Walsh voted for the motion. There were no votes against. The vote was unanimous. The motion carried.

13. Adjournment:

The meeting was adjourned at 5:30 pm

The next meeting is scheduled on April 16, 2015.