

# NEWPORT PUBLIC LIBRARY

## Board of Trustees

### Meeting Minutes

April 17, 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: Kathy Boyd, Michael Dawson, Chuck Flippo, Girard Galvin, David Gordon, Pamela Humphreys, Robin Skuncik Jones, Susan McCoy, Justin McLaughlin, David Reed and library director Regina Slezak.

Excused: Jennifer Booth, Lynne Ceglie, Linda Martin, Sheila Sulentic, Jessica Walsh

Absent: Angel Gonzalez

2. Amendment to the agenda:  
There was one change to the agenda. Item a., under Old business, Newport Garden Club Reading Room Presentation, has been moved to the beginning of the meeting.
3. Newport Garden Club Reading Room presentation:  
Pat Fernandez, president of the Newport Garden Club, presented the proposal and preliminary design for an outdoor reading garden to be built in the park behind the library building. The club members decided on this project for their centennial celebration. Working together on the project is the library, the garden club, the city's tree warden and designer Pamela Rodgers. Input from the library included seating, low maintenance plantings, shade trees and ADA compliance. The first phase of the project includes benches, walking paths and plantings.  
  
Susan McCoy made a motion to support the proposal for an outdoor reading garden adjacent to the library. Michael Dawson seconded the motion. Kathy Boyd, Michael Dawson, Girard Galvin, David Gordon, Robin Skuncik Jones, Susan McCoy and David Reed voted for the motion. There were no votes against. The vote was unanimous. The motion carried.
4. Secretary's Report:  
Susan McCoy asked for changes or additions to the March 20, 2014 Board meeting minutes. Hearing none, she asked for a motion to accept the minutes as presented.  
David Gordon made a motion to accept the minutes as presented. David Reed seconded the motion. Kathy Boyd, Michael Dawson, Girard Galvin, David Gordon, Robin Skuncik Jones, Susan McCoy and David Reed voted for the motion. There were no votes against. The vote was unanimous. The motion carried.
5. Finance Committee report:  
The financial statements for March 2014 were reviewed. City and state income are up to date while expenses are down. Investments were level in March and remain 11% year to date.
6. President's Report.  
Robin Skuncik Jones reported that the Personnel Committee met to discuss the procedure for the search for a new library director. Ads were placed and responses have begun to be received.  
Kathy Boyd has volunteered to serve on the search committee.
7. Building and Grounds Report:

David Reed reported that the roof experienced some leaks after the recent heavy rains. Furey Roofing was called and they determined that there were gaps in the flashing that was allowing water to leak through. The membrane roof is near the end of its life and needs to be replaced.

8. Financial Development Committee report:

Susan McCoy reported the save the date cards for the annual event are at the printers and will be mailed soon. This year's honorary chair will be Regina Slezak, Library Director who is retiring at the end of July 2014.

The Novel Evening event has received a total of \$8,175 from 13 sponsors and 4 donors.

9. Friends of the Library:

Chuck Flippo reported that the April clearance sale was a great success, making over \$2,000. The Friends Bookstore has been asked to coordinate with the Newport Garden Club for a special sale with proceeds going towards the purchase of enhancement of the park project.

10. Director's Report:

In addition to her report, Regina Slezak reported that the city manager informed the library that there will be no funding for the reorganization of the library from capital funds. Other needier city projects have been selected.

The library has received a quote for \$17,000 to re-cable the building to accommodate faster internet speed. The library is applying for a grant from Champlin Foundations to fund the project.

An employee from the Collection Management department has announced her retirement. Izabella Casselman will retire on May 15, 2014 after 15 years at the library.

11. Old business:

b. Circulation reorganization:

Regina Slezak reported that work is progressing with the reorganization of the Circulation area.

Openings have been cut into the wall for material return and new carpeting has been ordered for the area.

12. New business:

a. St. Clare Request:

Regina Slezak reported that the activity director at St. Clare Home has asked if some of its residents could plant a small garden in the grassy area in front of the library on Spring Street. Regina contacted city tree warden Scott Wheeler for guidelines.

13. Adjournment:

The meeting was adjourned at 5:20 pm

The next meeting is scheduled on May 15, 2014.