

**NEWPORT PUBLIC LIBRARY**

**Board of Trustees**

**Meeting Minutes**

**June 19, 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, Michael Dawson, Chuck Flippo, Angel Gonzalez, David Gordon, Robin Skuncik Jones, Linda Martin, Susan McCoy, Justin McLaughlin, David Reed, Jessica Walsh and library director Regina Slezak.

Excused: Girard Galvin, Pamela Humphreys, Sheila Sulentic

Becky Farwick, Young Adult Librarian, was also in attendance.

2. Amendment to the agenda:  
There was one change to the agenda. Item b., under new business, Primary Prevention Institute presentation, has been moved to the beginning of the meeting.
3. Primary Prevention Institute:  
Becky Farwick, Young Adult Librarian, spoke about her work with the Women's Resource Center and the Primary Prevention Institute, a program works on preventing domestic violence. Becky and the young adult staff are carrying out several projects with teens as a result of their participation in PPI including the Teen Advisory Board and a monthly book club at the Boys and Girls Club.
4. Secretary's Report:  
Susan McCoy asked for changes or additions to the May 15, 2014 Board meeting minutes. Hearing none, she asked for a motion to accept the minutes as presented.  
Kathy Boyd made a motion to accept the minutes as presented. Linda Martin seconded the motion. Jennifer Booth, Kathy Boyd, Michael Dawson, Angel Gonzalez, David Gordon, Robin Skuncik Jones, Linda Martin, Susan McCoy, David Reed and Jessica Walsh voted for the motion. There were no votes against. The vote was unanimous. The motion carried.
5. Finance Committee report:  
The financial statements for May 2014 were reviewed. All state and city money has been received for the fiscal year. Investments are 13.28% year to date.
6. President's Report:  
Robin Skuncik Jones reported that the Personnel Committee conducted telephone and in person interviews of several candidates for the library director's position. A decision was made to re-advertise the position. Postings have been sent to several outlets including the American Library Association.
7. Building and Grounds Report:  
David Reed reported that the library may have to close for one or two days when the final cutting of the circulation desk occurs due to the use of power tools in a high traffic area.  
Regina Slezak asked the Board to authorize the closure of the library when this work begins.  
Jessica Walsh made a motion to close the library when the final phase begins for up to 2 days as necessary. Susan McCoy seconded the motion. Jennifer Booth, Kathy Boyd, Michael Dawson, Angel Gonzalez, David Gordon, Robin Skuncik Jones, Linda Martin, Susan McCoy, David Reed and Jessica Walsh voted for the motion. There were no votes against. The vote was unanimous. The motion carried.

A roll call was taken: Jennifer Booth, Kathy Boyd, Michael Dawson, Angel Gonzalez, David Gordon, Robin Skuncik Jones, Linda Martin, 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:

c. Library closing July 5:

Regina Slezak asked the Board to allow the library to close on July 5. Many Ocean State Libraries are closing that day and the library has closed on that day in the past when it falls on a Saturday.

Linda Martin made a motion to close the library on July 5, 2014. Jennifer Booth seconded the motion. Jennifer Booth, Kathy Boyd, Michael Dawson, Angel Gonzalez, David Gordon, Robin Skuncik Jones, Linda Martin, 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 5:25 pm

The next meeting is scheduled on July 17, 2014.

8. Financial Development Committee report:  
Susan McCoy reported that this year's event, Set Sail for a Novel Evening, added four new sponsors, totaling twenty six.  
There has been a flurry of activity in the Annual Appeal since last month. The library received four new donations totaling \$1,040. The year to date total is \$19,250 from 154 donors.  
Volunteers are needed to sell 50/50 raffle tickets in the library's parking lot lobby in July and August.
9. Friends of the Library:  
Chuck Flippo reported that the Friends annual meeting was held on June 12<sup>th</sup>. He will remain as president and there are several new members on the committee. Less money was raised this year in the bookstore but the special sales earned more money this year than last. Honor box money also increased this year.  
The Friends would like to have a preview sale this year on the evening before the Holiday Sale to boost membership. They are asking permission to serve wine at the event.  
David Gordon made a motion to allow the Friends to serve wine at their preview sale in November. Jessica Walsh seconded the motion. Jennifer Booth, Kathy Boyd, Michael Dawson, Angel Gonzalez, David Gordon, Robin Skuncik Jones, Linda Martin, Susan McCoy, David Reed and Jessica Walsh voted for the motion. There were no votes against. The vote was unanimous. The motion carried.
10. Director's Report:  
In addition to her report, Regina Slezak reported that staff development day was a success. Programs included seminars on library security and customer service, "finding the why" and demonstrations on 3D printing.  
Cathy Gould, Children's Librarian, is now the Head of Children's Services. Her vacant position has been filled by Children's Librarian Melissa Hurley.  
A posting for the vacancy in the collection management department has yielded over 30 outside applications plus 2 in house.
11. Seeking to convene into executive session pursuant to R.I. Gen. Laws Section 42-46-5(a)(2) to discuss litigation and potential litigation:

Robin Skuncik Jones made a motion, pursuant to Rhode Island General Laws Section 42-46-5(a)(2) that this Board of Trustees convenes in executive session to discuss litigation and threatened litigation, including the following:

- A. Newport Public Library, ULP-6125 (R.I.S.L.R.B.)
- B. Newport Public Library, ULP-6126 (R.I. S.L.R.B.)
- C. Newport Public Library, ULP-6127 (R.I. S.L.R.B.)
- D. Newport Public Library and NEARI, Case No. EE-3733(R.I.S.L.R.B)

A roll call was taken: Jennifer Booth, Kathy Boyd, Michael Dawson, Angel Gonzalez, David Gordon, Robin Skuncik Jones, Linda Martin, Susan McCoy, David Reed and Jessica Walsh voted for the motion. There were no votes against. The vote was unanimous. The motion carried.

Robin Skuncik Jones made a motion to reconvene this Board of Trustees meeting in open session and seal the executive session minutes.