

NEWPORT PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
January 19, 2017

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

Attendance: Peter Baylor, Jennifer Booth, Michael Dawson, Michael Dutton, Girard Galvin, Angel Gonzalez, Adrienne Haylor, Matthew Leys, Linda Martin, Scott Skuncik, Rita Slom, Stephen Waluk and Library Director Anne Shepherd.

Excused: Gina Brown

2. Amendment to the agenda:
There were no changes or additions to the agenda.

3. Secretary's Report:
Linda Martin asked for changes or additions to the November 17, 2016 Board of Trustees meeting minutes. Hearing none, she asked for a motion to approve the minutes as presented.

Girard Galvin made a motion to accept the minutes as presented. Peter Baylor seconded the motion. Peter Baylor, Jennifer Booth, Michael Dawson, Michael Dutton, Girard Galvin, Angel Gonzalez, Matthew Leys, Linda Martin, Scott Skuncik, Rita Slom and Stephen Waluk voted for the motion. There were no votes against. The vote was unanimous. The motion carried.

4. Finance Committee Report:
a. Financial Statement for November 2016:

The financial statement for November/December 2016 was reviewed. Michael Dutton reported income was up by 2% while expenses were also up by 4.5% fueled by renovations. The Library received its first two quarters of State Grant in Aid in December.

5. President's Report:
Michael Dawson informed the Board there were still openings for committees. He passed around the committee sign-up sheet for members to select committees.

6. Building and Grounds Report:
Scott Skuncik reported HVAC work continues on the ageing system. Painting and renovations continues in the main library.

7. Financial Development Committee report:
Rita Slom reminded the Board of the Gilded Age Tea fundraiser on February 4th at the Hotel Viking. Reservations are required and all proceeds go to the Library. Sponsor letters are going out for the event at the Easton's Beach Rotunda in June. Volunteers are needed to sell raffle tickets in the library.

8. Friends of the Library Report:
Adrienne Haylor reported the Friends ended the year with 105 members. The Holiday Sale was the largest ever with over \$3,000 taken in. The next scheduled sale is in April.

9. Director's Report:
Anne Shepherd distributed flyers for upcoming programs at the Library. The Library received a \$500 donation from a patron who appreciated our good service. Anne Shepherd has contacted local non-profit organizations about taking furniture that has been replaced during the renovation. These organizations have taken furniture plus older computer equipment.
10. Old business:
There was no old business at this time.
11. New business:
 - a. Part Time Benefit Level:
Currently, the Library makes benefits available to employees who work 20 hours and above. Anne Shepherd asked the Board to consider changing the benefit level to 25 hours in order to give part time employees more hours. She stated that job candidates have asked for more hours when interviewed and it is difficult to hire for 18 hours only.
The Board suggested that the Library consult a labor lawyer to check if benefits after 20 hours is state mandated.
12. Adjournment:
The meeting was adjourned at 5:05 pm.
The next meeting is scheduled on February 16, 2017.