

NEWPORT PUBLIC LIBRARY

Board of Trustees

Meeting Minutes

January 18, 2018

1. Call to order: President Robin Skuncik Jones called the meeting to order at 4:33 p.m. in the Rotary Room of the Newport Public Library.

Attendance: Robin Skuncik-Jones, Michael Dawson, Rita Slom, Matthew Leys, Adrienne Haylor, Sandra Pattie, Michael Dutton, Scott Skuncik, Gina Brown, Joe Logue

Excused: Peter Baylor, Steve Waluk

Absent: Linda Martin, Lynne Ceglie, Angel Gonzalez

2. Amendments to the Agenda:

There were no changes or additions to the agenda.

3. Minutes of the January 2018 meeting:

The minutes were approved as presented.

3. There was no Secretary's Report to present.

4. Finance Report:

The Wells Fargo Accounts are doing exceptionally well. Revenues

are down 2.3% and investments are up 2.6%. We have been seeing significant investment gains from Wells Fargo. Salary is down due to an employee on long term medical leave. Expenses are 14.2% below budget.

5. Presidents Report:

Robin let the Board know that the library was closed one day due to a snow storm and there was a delay the following day to allow for parking lot clean up.

6. Building & Grounds Report:

The recent snow storm left no damage to the building. An HVAC back up battery failed and had to be replaced as well as a sensor. There has been discussion about placing a surveillance camera in the existing elevator. That will be a nearly \$13,000 project for OTIS should we decide to move forward with it.

7. Fundraising:

The annual Novel Evening Event will be held on June 24, 2018 at the Rotunda. Rita Slom asked for silent auction and sponsor sheets to be provided at the February meeting.

8. Friends of the Library Report:

The Friends Bookstore Holiday Booksale brought in \$2,700.00. They continue to have mini sales in the store throughout the year. Membership letters have gone out and they are hoping it will boost

revenue. The Friends are also planning on being sponsors at the annual event.

7. Library Director Report:

Joe Logue thanked the Board of Trustees for the Staff Christmas gift cards.

Kirby Lee, one of our reference librarians, has accepted the position of Head of Collection Management. Through the search for that position, we were able to fill two more vacated positions.

The carpet installation is complete. Joe thanked everyone for their cooperation during that time.

A patron gifted the staff \$500.00 to use at their discretion. The staff is still trying to determine the best way to utilize the gift.

The web committee is working on a website redesign. We are also moving toward revamping our marketing and signage by unifying fonts and colors throughout the building.

We are in the process of weeding materials in the library that have not circulated in three years or more. This has slowed down a bit to allow time to reorder and fill in the gaps of material that has been discarded.

Children's programs continue to be well attended.

We will begin looking at the limit of DVDs that are allowed to be checked out at one time and hopefully raising that number.

7. Old Business:

The elevator continues to be an issue. We will be discussing the

possibility of installing a camera in the elevator.

8. New Business:

Policy Manual – Joe and the admiration staff will be revising the library’s policy manual to allow for equal access to all. This includes asking non-profits who wish to use the meeting rooms to provide a 501c3 certificate.

We are also working on a website and logo redesign. We hope to show more unification within the library with matching fonts and colors throughout.

10. Adjournment:

The meeting was adjourned at 4:54 pm.

The next meeting is scheduled on February 15, 2018.