

Newport Public Library
Board of Trustees
Meeting Minutes ~ Teleconference
January 21, 2021
4:30 PM

Attendance: Stephen Waluk, Brad Carter, Michael Dutton, Robin Skuncik-Jones, Adrienne Shaw, Peter Baylor, Scott Skuncik, Edwina Sebest, Jennifer Gee, Matthew Leys, Joseph Logue Library Director, Patricia Fetta

Excused: Kyle Martin, Jon Davies

1. Call to order:

Stephen Waluk called the meeting to order at 4:35 p.m.

Amendments to the Agenda:

The agenda was approved as presented.

3. Minutes of the November 2020 meeting:

The minutes were approved as presented.

4. Finance Committee Report:

Michael Dutton extended his thanks to the Friends of the Library for their generous gift. Wells Fargo did have an approximate increase of 3% and did quite well this period. We are 8.3% below budget on expenses. We did particularly well this period.

5. President's Report:

Stephen Waluk has stated that he and Joseph Logue are in constant contact and he has nothing to report at this time.

6. Building & Grounds Committee Report:

There is not much to report. We are keeping an eye on the roof as it is aged and in need of care.

Patti was bounced out of Zoom Mtg.

7. Financial Development Report:

Joseph Logue reports that The Annual Appeal is down but is still doing well in this climate. Salaries are a bit higher due to one retirement, and two injuries of staff members. These injuries did not take place while these staff members were at work. Joseph Logue did mention that he formulated a full time salary cost with benefits between \$33,000 to \$54,000. The calculation does include FICA, Health, Dental and Life Insurance. The hours for the new hire range from 35-37.5 hours per week. Circulation and Reference are in need of additional staff members.

8. Friends of Library Report:

Patti was bounced out of Zoom Mtg.

9. Director Report:

We have worked on the 150th Gala and at this time there are no hotel or function room accommodations that would allow this to take place with the restrictions by that state as they are. There can be no cocktail hour, buffet or food stations on top of social distancing. We may need to push this off until October.

We have closed out the staff fund by creating shares to cash method to all participants. As mentioned earlier, we have gaps in our current staffing and there are positions that need to be filled to correct this.

10. Old Business:

There is no additional old business.

11. New Business:

As we discussed earlier, the staff shortage needs to be addressed and we should concentrate on library staff quality when hiring new staff members.

The current bi-laws need to be updated and currently the library has a shortage of board members. I feel that a nomination committee be formed to add more members to the board. This committee should be made up of current Trustee Members. Edwina will head up the Elections Committee and Joseph Logue noted that he would mark-up the current bi-laws to discuss at the next meeting. Michael Dutton mentioned a PR Committee may be warranted and that he would inquire with local individuals to see if there is interest in becoming a member of the board.

The 2021 PPP Loan needs to see a reduction of 25% or more of income per any quarter in comparison to last year in order to qualify. Fines and copies are down but I am unsure if the Library would meet the new criteria for new PPP Loan. The City of Newport has been extremely generous, however, they are not legally bound to continue to fund us. Due to the economic down-turn in 2020 the amount of assistance from the City of Newport could change in the future.

12. Adjournment:

Stephan Waluk called for the meeting to adjourn at 4:59 p.m. All in favor and meeting was adjourned.