



Newport Public Library
Finance Committee of the Board of Trustees
January 19, 2023 at 4:00 PM

Agenda

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| 1. Call to order, determination of a quorum | Ken Castiglia |
| 2. Additions or amendments to the Agenda | Ken Castiglia |
| 3. <i>Action item:</i> Minutes of the Nov 2022 Finance Committee | Ken Castiglia |
| 4. Financial Statements for Dec 2022 | Ken Castiglia |
| 5. Old Business | Joseph Logue |
| 6. New Business | Joseph Logue |
| a. Service Calls and budget overage(s) | |
| 7. <i>Action item:</i> Adjournment | Ken Castiglia |

Next scheduled meeting: Thursday, February 16, 2023 at 4:00 PM.
Please email [Erin Shaw](mailto:Erin.Shaw@newportlibrary.org) if you are unable to attend; or call 847 8720, x101.



Newport Public Library
Board of Trustees Meeting
January 19, 2023 at 4:30 PM

Agenda

- | | |
|---|---------------|
| 1. Call to order and determination of a quorum | Brad Carter |
| 2. Additions or amendments to the Agenda | Brad Carter |
| 3. <i>Action item:</i> Minutes of the Nov 2022 Trustees meeting | Brad Carter |
| 4. Financial Committee Report | Ken Castiglia |
| 5. President's Report | Brad Carter |
| 6. Building and Grounds Committee Report (attached) | James Mass |
| 7. Financial Development Committee Report | Joseph Logue |
| 8. Friends of the Newport Library Report | Jon Davies |
| 9. Library Director's Report | Joseph Logue |
| 10. Old Business | Joseph Logue |
| a. Open Meetings Act & Finance Committee (report) | |
| 11. New Business | |
| a. Bylaws amendments (pertinent sections attached) | Edwina Sebest |
| b. Compensatory Time Policy (charge by Board) | Joseph Logue |

12. *Action item:* Executive Session, if needed

Brad Carter

13. *Action item:* Adjournment

Brad Carter

Next scheduled meeting: Thursday, February 16, 2023 at 4:30 PM.

Please email [Erin Shaw](#) if you are unable to attend or call 847 8720, x101.



NEWPORT PUBLIC LIBRARY
BOARD OF TRUSTEES FINANCE COMMITTEE MEETING MINUTES

Date of Meeting: November 17, 2022

Present: M. Bonvino, B. Carter, K. Castiglia, K. Martin, E. Sebest

Also present: P. Fetta, J. Logue, and E. Shaw, *ex officio*

A quorum being present, Mr. Castiglia called the meeting to order at 4:04 PM.

The motion to accept the minutes of the October Finance Committee meeting was made by Mr. Carter, seconded by Ms Sebest and accepted unanimously.

The Finance Committee, acting as the Personnel Committee, accepted a proposal by Joseph Logue, Library Director, that the requirement of a doctor's note for a three day absence be abandoned as unworkable and impractical. A motion was made by E. Sebest, seconded by K. Martin.

A CD held at the People's Credit Union, nearing its maturation date, was approved by voice vote to be moved into the Money Market account held by the PCU.

Business being concluded, Mr. Castiglia asked for a motion to adjourn. Ms Sebest made the motion, to which Mr. Martin seconded. Upon a unanimous vote, the meeting was adjourned at 4:27 PM.

Respectfully submitted,
January 19, 2023

Joseph Logue
Library Director



NEWPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

Date of Meeting: November 17, 2022

Present

NPL Staff: Becky Farwick, Patti Fetta, Cathy Gould, Joseph Logue, Erin Shaw

Board: Merideth Bonvino, Brad Carter, Kenneth Castiglia, Matthew Leys, Kyle Martin, Charlotte Marshall, Alan Ridnour, Edwina Sebest, Adrienne Shaw, Stephen Waluk

Excused

Lynn Ceglie, Jon Davies, Andrea Groce

Call to Order & Determination of a Quorum

A quorum was determined; meeting was called to order at 4:34pm.

DRAFT

Amendments to Agenda

There was a motion and second to approve the agenda; motion was approved.

Minutes of Previous Meeting

A motion and second approved minutes of September 2022 meeting.

Finance Committee Report

Ken Castiglia reported that revenue was up due to fundraiser income. Net of expenses, fundraiser raised approximately \$42 thousand.

Expenses vary up and down, but are relatively in line with overall budget. Operations expenses are higher than budget due to increased utility costs and HVAC service. Payroll and benefit expense is lower than budgeted amount.

Balance sheet and assets are in a very good position.

President's Report

Brad Carter thanked all in attendance for being present.

Building and Grounds Committee Report

Joe referenced Jim Mass's monthly report that was included in email with meeting documents. Joe indicated that reading these reports will demonstrate amount of work involved with just three people on Building & Grounds staff. Edwina commented that she found reading the reports to be very helpful.

Financial Development Report

No Report.

Friends of the Library Report

Edwina reported that the pop-up book sale in the lobby on Election Day made \$1400.

The holiday book sale will begin on December 2nd; particularly nice books that can be used as gifts are set aside during the year to be part of this sale. An advertisement will run in next *Newport This Week*.

Edwina also informed the Board that Jim Mass negotiated with two surplus book organizations and The Friends will now receive 5 cents per pound for discarded books. Previously, there was no payment so this will increase revenue.

Library Director's Report

Joe introduced and welcomed Erin Shaw, new Administrative Assistant in the Library office.

He reported that RI OLIS will be changing from statewide Sierra software, which is outdated and cumbersome, to a web-based system.

NPL is now fully staffed, although a half-time position may be open in the future.

Joe commented that the Children's Department has planned many holiday programs that are being well-attended. On December 21st, a special visitor (Santa!) will be coming to the library to read Christmas books and talk with the children.

There will be a staff development day scheduled in 2023.

NPL will partner with city social service agencies to assist citizens in need.

NPL being open on Sundays is working well.

Old Business

No report.

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New Business

Joe introduced Mr. Spinney, a library patron who entered the meeting a few minutes beforehand.

Mr. Spinney's son is a Young Adult patron who is at the Library frequently after school. Mr. Spinney would like the Board to entertain a motion to negate the Library Director's decision to **not** limit his son's computer time while at the library. This decision was made on November 2nd, 2022.

Joe explained the Library's policy for computer use to the Board: one hour but patron can start again if no one is waiting. Mr. Spinney felt NPL was "treating children as adults" and requested computer use restriction or revocation of his son's library privilege.

Brad Carter thanked Mr. Spinney for his concern and presence at the meeting, and that the Board was required to affirm or reverse Joe's decision.

Mr. Spinney commented that he wanted to bring the computer use policy to the attention of the Board and other parents, as well. The Board agreed to take a look at the policy in general at a future meeting, but this decision would be specific to this particular situation.

Matt Leys stated that the American Library Association (ALA) principles and ethics declarations regarding library access should be used as a reference and guide.

Steve Waluk made a motion to sustain Joe's decision to deny Mr. Spinney's request. Edwina Sebest seconded this motion; the motion carried eight to two.

Mr. Spinney then stated he was not finished with this issue and would bring it back to the Board at a later date.

Adjournment

A motion to adjourn the meeting was made and seconded; meeting was adjourned at 5:14pm.

Next meeting will be on Thursday, January 19th, 2023, at 4:30pm.

*Respectfully Submitted,
December 12, 2022
Adrienne Shaw
Secretary to the Board*

Property Management Monthly Report November 2022

Security

One patron was barred from the library for a week for being drunk and belligerent. He initially did not remember being told he was barred, but when he returned the next day he was reminded and left without incident. If his behavior continues I will move to have him out for an extended period of time.

Services

Siemens was at the library for a contracted PM visit.

Encore Fire was at library to test the sprinkler system for the first time. They made an error which set off the alarms and caused an unscheduled fire drill, but I called to inform them that if the same issue happens again we will choose a different company. They agreed to send a more experienced tech in the future.

Fury Roofing was at the library for test cuts and leak repair. The roof vents installed 18 years ago have been ineffective at preventing leaks, so Fury and I tried covering the vents on one side with a rubber membrane. This worked well, so we will be doing the same to the rest of the vents next week.

Siemens was at the library to address a failed control panel that controls the new RTU unit. The building lost heat on Sunday, 11/27. The issue turned out to be a communication failure between the RTU and the control panel. Siemens replaced the panel, which has resolved the issue. This was all warranty work so there will be no additional cost to the library.

The Library also entered into an agreement with Best Practice Energy, choosing what is called a 50% lock in. We are locked in to a price for 50% of our usage and will pay current market rate for the other half. The cost of electricity is high right now and we didn't want to lock in 100% of a high rate, with the chance rates may drop. We can also, after a year, renegotiate the 50% that we are locked in for. We chose not to lock in a rate for natural gas due to the current high cost. If natural gas prices drop we will, at that point, look into locking in a price.

Completed Work

Replace light switch in the water closet off the Aquidneck Room

Replace 6 ballasts throughout the library

Continued nonstop grounds maintenance

Repair the door handle on the Men's public restroom

Repair baseboards in the center point play house in the Children's department

Replace the flush diaphragm in the handicap stall

Repair damaged stall dividers that were vandalized in the woman's public restroom

Replace the tank gasket on one of the carpet cleaners

Assemble Christmas tree

Repair the lattice holding the roses

Replace the HDMI switch on the sound system in the Friends Room

Bylaw updates and amendments*

The articles and sections of the Bylaws passed in April 2021 are in the left column.

The proposed updates and amendments are in the right column. They are:

Section 2 – Categorizing the present Sections 3 & 4 into Subsections as they simply enumerate the powers of the Executive Committee;

Section 5 – Changing the name of the Nominating Committee to the Selection Committee to reflect the manner in which the Board is comprised, while also outlining the filling of vacancies and the completion of terms (the limits of which are spelled out in Article III, Section 4).

Section 6 – Specifies which officers will comprise the Personnel Committee and clearly define its function.

*Additionally, minor changes have been made to ensure parallel construction as well as to update section numbers to accommodate the merges necessary.

<u>ARTICLE V</u> Committees	<u>ARTICLE V</u> Committees
<p>Section 2. EXECUTIVE COMMITTEE. The members of the Executive Committee shall consist of the officers of the Board and the Immediate Past President of the Board of Trustees. If need arises, the President may recommend to the Board that additional members be elected by the Board to serve on the Executive Committee.</p> <p>Section 3. POWERS OF THE EXECUTIVE COMMITTEE. The Executive Committee shall act for the Board of Trustees in the interim between Board Meetings, but shall not have the power to reconsider or reverse any policy of the Board. All minutes of meetings of the Executive Committee shall be submitted to the next succeeding meeting of the Board of Trustees for ratification.</p> <p>Section 4. PROCEDURE, MEETING, AND QUORUM. The President of the Board of Trustees shall act as Chairperson at all</p>	<p>Section 2. EXECUTIVE COMMITTEE. The members of the Executive Committee shall consist of the officers of the Board and the Immediate Past President of the Board of Trustees. If need arises, the President may recommend to the Board that additional members be elected by the Board to serve on the Executive Committee. Furthermore,</p> <p>A. The Executive Committee shall hold such powers that enable it to act for the Board of Trustees in the interim between Board Meetings, but shall not have the power to reconsider or reverse any policy of the Board. All minutes of meetings of the Executive Committee shall be submitted to the next succeeding meeting of the Board of Trustees for ratification.</p> <p>B. The President of the Board of Trustees shall act as Chairperson at all meetings of the Executive Committee. In this capacity, the President will determine the procedure, whether a quorum is present, and run the Executive Committee. The Committee shall keep a record of its acts and proceedings. Meetings shall be called at the request of</p>

meetings of the Executive Committee. The Executive Committee shall keep a record of its acts and proceedings. Meetings shall be called at the request of any member of the Executive Committee. A majority of the Executive Committee shall be necessary to constitute a quorum for the transaction of any business.

any member of the Executive Committee. A majority of the Executive Committee shall be necessary to constitute a quorum for the transaction of any business.

Section 7. THE NOMINATING COMMITTEE.

The Nominating Committee, and the Chairperson thereof, shall be appointed by the President from the Board of Trustees, subject to the approval of said Board. At the regular meeting two months before the Annual Meeting (i.e., July) the Nominating Committee shall submit a slate of officers and nominees for membership of the Board for consideration at the annual election. In addition, the Nominating Committee shall submit nominees to the Board of Trustees to fill any other vacancies occurring on said Board, or among the officers, during the year as said vacancies occur. The Nominating Committee will abide by the non-discrimination clauses of the Library's Affirmative Action Policy. The Board of Trustees shall consider nominees presented by the Nominating Committee along with any other nominees proposed and seconded from the floor, and after discussion thereon, vote to fill the existing vacancy or vacancies.

Section 5. THE SELECTION COMMITTEE.

The Selection Committee, and the Chairperson thereof, shall be appointed by the President from the Board of Trustees, subject to the approval of said Board. At the regular meeting two months before the Annual Meeting (i.e., July) the Selection Committee shall submit a slate of officers and nominees for membership of the Board for consideration at the annual election. In addition, the Selection Committee shall submit nominees to the Board of Trustees to fill any other vacancies occurring on said Board, or among the officers, during the year as said vacancies occur. The Board of Trustees shall consider nominees presented by the Selection Committee along with any other nominees proposed and seconded from the floor, and after discussion thereon, vote to fill the existing vacancy or vacancies.

A. If a new Trustee joins the Board mid-year, and that person is not filling a vacancy, the person will be considered a Trustee elected at the previous Annual Meeting. Their term will thus not expire until two years from the next Annual Meeting. This person will be eligible to serve one more full term.

B. If a new Trustee is joining the Board as a replacement for a Trustee who has resigned, then they will finish the term of the vacated Trustee. This person will be eligible to serve one more full term.

Section 8. THE PERSONNEL COMMITTEE.

It shall be the duty of the Personnel Committee to conduct an annual evaluation of the Library Director. The Committee will assist the Library Director in any personnel matters that are brought to the attention of the Board.

Section 6. THE PERSONNEL COMMITTEE.

The Personnel Committee will consist of the President and Vice President/President-Elect. It shall be the duty of the Personnel Committee to conduct an annual evaluation of the Library Director. The Committee will assist the Library Director in any personnel

matters that are brought to the attention of the Board. The Library Director may invoke a meeting of the Personnel Committee for this purpose when it is mutually convenient; the Committee will decide, *in camera*, to which body the discussion will be taken, either to the Finance Committee or to the full Board of Trustees.