



NEWPORT PUBLIC LIBRARY

BOARD OF TRUSTEES FINANCE COMMITTEE MEETING MINUTES

Date of Meeting: January 19, 2023

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

Also present: P. Fetta & J. Logue, *ex officio*

A quorum being present, Mr. Castiglia called the meeting to order at 4:04 PM. It was determined that a quorum was present; there were no additions or amendments to the agenda.

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

Mr. Castiglia reviewed the financial reports prepared by Ms Fetta and reported on a number of topics:

1. The statements show the Library running at a deficit of ~\$190,000.00.
2. This represents a loss of approximately 11%.
3. Donations are running lower than the previous year.
 - a. Mr. Logue mentioned that because of the late-in-the-year fundraiser, the traditional Annual Appeal letter was not sent out in Q4 of 2022.
4. Staffing expenses are trending lower, though operating expenses are trending higher.
5. The Finance Committee should be concentrating on assets and that prudence dictates liquidity.
6. Property maintenance budgets are very high, though on budget; building improvement expenses are lower than expected.

There being no Old Business to discuss, and a New Business topic (service call expenses) being addressed in #6 above, Mr. Castiglia asked for a motion to adjourn. Ms Sebest made the motion and Mr. Carter seconded; the motion passed unanimously. The meeting was adjourned at 4:30 PM.

Respectfully submitted,
February 16, 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.

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.

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*