



Newport Public Library
Finance Committee of the Board of Trustees
January 18, 2024 at 4:30 PM
300 Spring Street, Newport, Rhode Island 02840

Agenda

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| 1. Call to order, determination of a quorum | Merideth Bonvino |
| 2. Additions or amendments to the Agenda | Merideth Bonvino |
| 3. Minutes of the November Finance Committee | Merideth Bonvino |
| 4. Updates from the CPA | Joseph Logue |
| 5. <i>Action item:</i> Adjournment | Merideth Bonvino |

Next scheduled meeting: January 18, 2024 at 4:00 PM.

Please email [Alexandra Calandro](#) if you are unable to attend; or call 847 8720, x102.



Newport Public Library
Board of Trustees Meeting
January 18, 2024, at 4:15 PM
300 Spring Street
Newport, Rhode Island 02840

Agenda

- | | |
|--|------------------|
| 1. Call to order and determination of a quorum | Alan Ridnour |
| 2. Additions or amendments to the Agenda | Alan Ridnour |
| 3. Minutes of the December Exec Session | Alan Ridnour |
| 4. Financial Committee Report | Merideth Bonvino |
| 5. President's Report | Alan Ridnour |
| 6. Building and Grounds Committee Report (attached) | James Mass |
| 7. Financial Development Committee Report | Joseph Logue |
| 8. Friends of the Newport Library Report | Pat Heller |
| 9. Library Director's Report | Joseph Logue |
| 10. <i>Action item:</i> Executive Session, if needed | Alan Ridnour |

11. *Action item:* Adjournment

Alan Ridnour

Next scheduled meeting: Thursday, [Date] at 4:30 PM.

Please email [Alexandra Calandro](#) 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 16, 2023

Present: Merideth Bonvino, Alan Ridnour

Excused: Kyle Martin

Also present: Edwina Sebest, Joseph Logue

The CPA with whom the Library has contracted (Kate Leary) continues to work on getting the books in order, straightening out past errors and practices, as well as streamlining the Chart of Accounts.

Respectfully submitted,

January 16, 2024

Joseph Logue,
Library Director



NEWPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

Date of Meeting: [Date]

Present:

Excused:

Also present:

Call to Order & Determination of a Quorum

Amendments to Agenda

Minutes of Previous Meeting

Finance Committee Report

President's Report

Building and Grounds Committee Report

Financial Development Report

Friends of the Library Report

Library Director's Report

Old Business

New Business

Adjournment

Next meeting will be on Thursday, February 16th, 2023, at 4:30pm.

Respectfully Submitted,

[Date]

Adrienne Shaw,

Secretary to the Board



PROPERTY MANAGER'S REPORT

Security

There were a handful of minor "nuisance" security issues this month, all were handled in house by security staff. Most involved misbehaving teens using profane language and disrupting the library.

Services

Siemens Building technologies was at the library for scheduled preventative maintenance on the HVAC controls

Encore Fire Protection was at the library for quarterly testing of the sprinkler system

Trane Mechanical was at the library for Preventative Maintenance on the boilers. They were also here to replace the heat valve that supplies the Quiet Study and also to rebuild the circulator pump on the #1 Hydro Therm boiler. They also replaced the voltage overload on the RTU (this was warrantee work).

Furey Roofing was at the library for a warrantee repair on the new rubber section of the roof

Update on parking lot drainage issues- while we await funding for repairs from the CIP the city did send a crew over to free all drain line of debris and to install a high velocity drain cover on one of the catch basins in the lot

Completed Work

- Repaint the circulation bathroom
- Install new door stop on garage door
- Continued seasonal grounds work (endless leaves)
- Replace 4 ballasts in the building
- Replaced damaged ceiling tiles throughout the library
- Repair broken chemical delusion center in lower level janitor's closet
- Repair broken play table in the Children's department
- Prepare lawn mowers for seasonal storage
- Reconfigure sound system in the Program Room
- Reprogram ceiling mounted Projector in the Program Room
- Remount window blind in the Rotary Room
- Repair down spout on the north end of the building
- Repair the door lock on the cleaning supply storage closet
- Remove the sink trap and free of debris causing slow drainage in the woman's staff bathroom
- Install a new cord on one of the vacuum cleaners
- Repair the water pump on one of the carpet cleaners
- Remove dead shrubs from the library grounds
- Lay new mulch in the rose planters to protect the root ball from winter cold

