



Monthly Meeting – January 18, 2024

In Attendance

NPL Staff: Joseph Logue

Board: Peter Baylor, Meredith Bonvino, Kristie Gardiner, Pat Heller, Tanner Jackson, Judy McCarthy, Kyle Martin, Alan Ridnour, Edwina Sebest, Adrienne Shaw

Absent

Charlotte Marshall

Also in Attendance

Christina Orso

Call to Order & Determination of a Quorum

A quorum was determined; meeting was called to order at 4:35pm.

Amendments to Agenda

Joe introduced Christina Orso to the Board. Christina is interested in possibly joining the Board.

A motion was made and seconded to approve the agenda.

Minutes of Previous Meetings

Joe distributed a special copy of sealed minutes from the Executive Committee session on December 14, 2023. He asked that Trustees read these and make any necessary comments during the meeting. There were no comments and all minutes were returned to Joe at the end of the meeting.

A motion was made and seconded to approve minutes of the November 2023 meeting.

Edwina Sebest requested elimination of a sentence that referred to her removal as an Officer of the Board in July 2023 from the October 2023 minutes. The minutes will be so amended.

Finance Committee Report

Meredith reported that the Library's budget for the 2024-2025 fiscal year is almost complete.

Once finished with that process, she anticipates a return to the usual practice of providing monthly financial reports for the Board.

President's Report

Alan stated that there was no specific report and he wished everyone a Happy New Year.

Building and Grounds Committee Report

The Board was referred to Jim Maas's monthly report distributed with the Board meeting materials in advance of the meeting.

Financial Development Report

Joe reported that December's annual appeal resulted in approximately \$21,000 of donations with an outlay cost of just \$250.

Friends of the Library Report

Pat Heller stated that the Friends presented the four Library custodians with a Christmas gift.

She also reported that the Friends now has its own state tax account and will no longer need to go through the Library's account.

Discussions with Joe will establish guidelines for the annual gift.

There will be a \$1 sale from February 20-27th, 2024.

Library Director's Report

Joe stated that the CPA firm hired by the Library continues to work on correcting the accounts and financial records so that they are in appropriate condition and align with current accounting and financial reporting standards.

Joe reported that Alexandra ??, a current Library employee at the circulation desk, will be taking the position of Administrative Assistant beginning the following week.

In London while on vacation, Joe met with the owner of the Newport Daily News property who lives there part of the year. They continued discussion of using part of the building space for a Library branch in Newport's North End. Joe is concerned that the Library may be expected to pay rent after paying for the cost of necessary renovation.

Joe would like to establish a Building Committee going forward to begin work on the branch project. This committee would be independent of the Board but would relay information to the Board on a regular basis.

Old Business

None.

New Business

None.

Adjournment

Joe reminded the Board that next month's meeting will be held on February 22nd, 2024, not the week before as would be usual.

A motion to adjourn the meeting was made and seconded; meeting was adjourned at 5:04pm.

Next meeting will be held on Thursday, February 22nd, 2024, at 4:30pm.

Respectfully Submitted,

February 9th, 2024

Adrienne Shaw

Secretary to the Board



Property Management Monthly Report January 2024

Security

This month we have dealt with a number of security issues, mostly involving homeless patrons with bad hygiene and also continuous sleeping in the library. Most were dealt with by staff but one instance required the police be called and resulted in no trespass orders being issued to two patron who refused to leave when asked and also for calling staff names and just being difficult to deal with.

Services

Coastal Electric was at the library for quarterly testing of the fire alarm system

Furey Roofing was at the library to replace a section of shingles that blew off in one of the storms, and also to repair a leak in the flashing on the north end of the building

Otis Elevator was at the library for contracted PM on the elevator

South Shore Generator was at the library for contracted PM on the generator and also to install a new block heater

Completed Work

- Remove toilet from the men's handicap stall in the lower level restroom and replace the main seal, then re mount the toilet to the wall
- Prep and re paint the "chalk board posts" in the young adult department
- Replace the switch and the cord on one of the sensor vacuums
- Complete rebuild on a toilet in the woman's public restroom- new diaphragm, handle assembly, vacuum breaker, all gaskets and O rings
- Locate and repair roof leaks in three different locations on the shingled roof
- Replace four ballasts throughout the building
- Paint ceiling in the lower lobby near the soda machine (stains caused by leaking drain caps, caps were replaced)
- Replace all missing shut off caps on the toilets in the public restrooms
- Replace the sprayer on the sink in the staff lounge
- Replace activation switches on entry doors on the parking lot side of the building
- Repair water valve on one of the carpet cleaners
- Replace toilet seat in the children's restroom