



# NEWPORT PUBLIC LIBRARY

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### Board of Trustees

### Meeting Minutes

October 18, 2018

1. Call to order: President Matthew Leys called the meeting to order at 4:30 p.m. in the Rotary Room of the Newport Public Library.

Attendance: Matthew Leys, Stephen Waluk, Scott Skuncik, Rita Slom, Linda Martin, Peter Baylor, Michael Dutton, Gina Brown, Adrienne Haylor, Joe Logue, *Library Director*

Absent: Robin Skuncik-Jones, Angel Gonzalez, Lynn Ceglie

2. Amendments to the Agenda:

The agenda was approved as presented.

3. Minutes of the September 2018 meeting:

The minutes were approved as presented.

4. Finance Report:

Michael Dutton reported that total income was up .79% overall and expenses were down 12.8%. Investment accounts increased 2.7%.

5. President's Report:

Matthew Leys gave a brief overview of the Branch Library update from the Executive Committee meeting.

6. Buildings and Grounds:

The HVAC system is having trouble getting running again after a holiday. Maintenance is working to resolve this. There are 2 roof leaks (one that has been found, one that has not). Furey Roofing is on retainer for these issues.

7. Financial Development:

The Financial Development Committee is set to meet next week.

8. Friends of the Library Report:

Adrienne Haylor reported that the Friends Holiday Book Sale is scheduled from November 30<sup>th</sup> to December 5<sup>th</sup>. The Friends currently have 85 members. Adrienne thanked Joe Logue for presenting them with a Proclamation from the City of Newport.

Adrienne has been in contact with the President of the Friends of the Tiverton Library to brainstorm fundraising ideas.

9. Library Director Report:

Joe Logue thanked the Friends for their donation of \$25,000 at the Annual Meeting. He also thanked Lynn Ceglie for her assistance in acquiring the Proclamation for the Friends from the City of Newport.



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The Library was closed on September 21, 2018 for Staff Development Day. Joe thanked the Board for allowing us to close for that occasion. We will be looking to hold another Staff Day in March 2020.

Joe met with Lauren Mandell from URI about wayfinding and signage in the library. She gave her very honest opinion about what the library can do to make navigation easier on patrons.

The library is working on changing the layout of the materials as we make the switch from Library of Congress to Dewey as part of a long-range plan. The new layout will be presented in an Open House on November 14 (3pm-4pm) and November 15 (5pm-6pm).

Joe met with the Collection Librarian at the Redwood Library. NPL is a popular materials library and Redwood would like to be more research based. We are looking to work together to make this happen and remove any overlap.

We have begun making visits to Harbor House to deliver materials to the residents.

Joe attended a Problem Employees Seminar. The seminar was more from a legal perspective and how to be proactive in safeguarding the library against action.

## 10. Old Business:

There have been no more incidents with the elevator since the camera was installed.

## 11. New Business:

The Board filled out new contact sheets and signed up for committee assignments.

Board Recruitment: Sandy Pattie resigned from the Board, effective immediately. She suggested an employee from the compliance department in Bank Newport to fill her position. We will also be reaching out to Adrienne Shaw about her participation.

## 12. Adjournment:

The meeting was adjourned at 4:51pm.

The next meeting is scheduled on November 15, 2018.