



Newport Public Library  
Board of Trustees  
Meeting Minutes ~ Teleconference  
October 15, 2020  
4:30 PM

Attendance: Stephen Waluk, Brad Carter, Michael Dutton, Adrienne Shaw, Matthew Leys  
Peter Baylor, Kyle Martin, Scott Skuncik, Janine Weisman, Edwina Sebest, John Davies  
Joseph Logue Library Director, Patricia Fetta  
Excused: Robin Skuncik-Jones, Scott Skuncik

1. Call to order:

Stephen Waluk called the meeting to order at 4:34 PM.

2. Amendments to the Agenda:

The agenda was approved as presented.

3. Minutes of the September 2020 meeting:

The minutes were approved as presented.

4. Finance Committee Report:

Michael Dutton reported: Fiscally we are doing well. Expenditures are below budget. However, there is a 7% reduction in interest income due to Wells Fargo performance which had a loss of approximately \$15,500, or a 1.5% drop. I hope we can recoup throughout the year. Gifts and donations are at \$2,080 which is great. Expenses are looking good. We are \$2,042 under budget and building expenses are \$622 below budget. Operations costs are \$5,000 below budget and doing very good. Year to date we are around \$25,000 below budget for operations maintenance.

5. President's Report:

Stephen Waluk indicated that everyone was doing a great job. He has met with Joseph in September when he became President of the Board of Trustees and there was nothing additional to report at this time as Matthew Leys did a great job making for a smooth transition.

6. Building & Grounds Committee Report:

In Scott Skuncik's absence, Joseph Logue reported: The Public Announcement System is waiting for one small addition and will be up and running. A great addition to closing time at the library. A significantly large building for six staff members to close and ensure all patrons have left the building. There will be four little melodies and warnings. Joseph Logue will record the announcements. Janine inquired if the announcements would be in Spanish as well. Joseph Logue indicated that the announcements would be in both English and Spanish. There is nothing outstanding to report at this time.

7. Financial Development Report:

Joseph Logue reported: The 150<sup>th</sup> Celebration may end up being the 151<sup>st</sup> or 152<sup>nd</sup> with the continuing pandemic and the issues that arise from same. Since the Gala is not viable at this time, Kirby and I will reconstitute the committee and see where we want to go. The date is now April 30, 2021 which is optimistic under current circumstances. It will be significantly difficult at this time to ask local business for donations as they are suffering greatly during the pandemic.

8. Friends of the Library Report:

Stephen Waluk introduced Jon Davies as the new Vice President of Friends. Jon Davies reported that the bookstore is now open Noon to 4 pm-Tuesday through Friday. Friends hopes to expand the hours as more volunteers become available. The annual sale will take place from October 8<sup>th</sup> through December. The sale is currently being held in the Spring Street foyer. As far as community services, Friends donated books to a 6<sup>th</sup> grade teacher for students reading below grade level. Newport Maritime Center has just closed for the season, and Friends did collect \$54 in sales which came to 100 books sold at their location. Pay-Pal is up and running and Friends is preparing for the upcoming Holiday Sale which is the biggest of the year.

Brad Carter, was in the bookstore recently and extended a big thank you to Friends for their volunteer work, making the bookstore possible and remaining open.

9. Library Director's Report:

On October 5, 2020 the library went back to operating at 60 hours per week with full access to the stacks. More people were interested in roaming the stacks than adding additional hours of operation. State Aid funding checks are running a little late, however we did get approved. Approximately \$44,000 goes towards consortium fees and \$10,000 will go towards the new Press Reader. The Press Reader is a great magazine tool. We are not ready to officially roll it out yet but will be soon.

I have spoken with Steve and Mike individually. I think there are two things going on and I believe a Human Resource Consulting Firm should be hired to clear items up. We are little lopsided with part-time verses full-time staff members and over the years we tried to hire more part-time employees to keep the cost of benefits low. Professional Librarians have a lot more to offer. We do have a great part-time staff that really does a wonderful job. Steve Waluk indicated that it is not just as simple as part-time versus full-time staff. There are different issues with accruals and job classifications. We need to bring someone in to streamline all of that. Joseph Logue replied that we have 16 full time employees with five different accruals. There are three department heads that earn less time off then their staff. I have spoken with a company from D.C. and they were great. I need to supply them with some information to help with their package. I am not sure if this is what we want to do in this economic uncertainty. We do not know what the State or City will be doing with funding and I don't want to hire full time staff members or make current part-time staff members full-time staff when we don't know if we will have funds to cover same. We have a million-dollar tool chest with telescopes and sewing machines, and so much more - I really want the staff to see changes that allow things to work better with them and for them. Some of our policies are not dated with how the times have changed, and the firm will help streamline the overall structure of the library.

Regarding Election Day: I have signs and the website also notes that the library will be closed on Election Day. In addition, we have a large banner, printed bookmarks, and some radio time indicating same.

10. Old Business:

Joseph Logue indicated that he and the Reference Department are working on the statewide report - trying to make it fit our website instead of a data dump. We will be putting that out there. There was too much data with the original report.

11. New Business:

No new business to report at this time.

12. Adjournment:

The meeting was adjourned at 4:49 PM.