



Newport Public Library
Finance Committee of the Board of Trustees
October 19, 2023 at 4:00 PM
Location: 300 Spring Street, Newport, RI 02840

Agenda

- | | |
|---|------------------|
| 1. Call to order, determination of a quorum | Merideth Bonvino |
| 2. Additions or amendments to the Agenda | Merideth Bonvino |
| 3. Financial Statements | Joseph Logue |
| 4. 2024 Budget | Joseph Logue |
| 5. Payroll Company | Joseph Logue |
| 6. <i>Action item:</i> Adjournment | Merideth Bonvino |

Next scheduled meeting: Thursday, November 16, 2023 at 4:00 PM.

Please email [Joseph Logue](mailto:jlogue@newportlibrary.org) if you are unable to attend; or call 847 8720, x102/617 416 3568.



Newport Public Library
Board of Trustees Meeting
October 19, 2023, at 4:30 PM
Location: 300 Spring Street, Newport, RI 02840

Agenda

- | | |
|--|--------------|
| 1. Call to order and determination of a quorum | Alan Ridnour |
| 2. Additions or amendments to the Agenda | Alan Ridnour |
| 3. Action item: Minutes of the Sept 21, 2023 meeting | Alan Ridnour |
| 4. Vice President Vacancy | Alan Ridnour |
| 5. Building and Grounds Committee Report (attached) | James Mass |
| 6. Friends of the Newport Library Report | Pat Heller |
| 7. Library Director's Report | Joseph Logue |
| a. CPA | |
| b. Staff Issues | |
| c. Classy as a fundraising tool | |
| d. Broadway Street Fair | |
| e. Rotary Room | |
| f. February 2024 Meeting | |
| g. Holiday Schedules | |
| 8. <i>Action item:</i> Adjournment | Alan Ridnour |

Next scheduled meeting: Thursday, November 16, 2023 at 4:30 PM.

Please email [Joseph Logue](mailto:Joseph.Logue@newportlibrary.org) if you are unable to attend or call 847 8720, x102/617 416 3568.



NEWPORT PUBLIC LIBRARY
BOARD OF TRUSTEES FINANCE COMMITTEE MEETING MINUTES

Date of Meeting: September 21, 2023

Location: 300 Spring Street, Newport, RI 02840

Present: Merideth Bonvino and Kyle Martin as Finance Committee members; Peter Baylor, Kristie Gardiner, Tanner Jackson, Charlotte Marshall, Judy McCarthy, Alan Ridnour, Edwina Sebest, Adrienne Shaw

Excused: NA

Also present: Dave Carlin, Joseph Logue

The meeting was called to order at 4:03 PM, and a quorum was present.

Joseph Logue gave an update on the status of the financial health of the Library. It was explained that all bills were being paid and payroll was being met and pension contributions obligations are up to date.

Kyle Martin stated that Kathy Charbonneau of BankNewport will be working with Joe to establish groundwork for helping the Library with its goals. BankNewport has recently created a foundation to assist local nonprofit organizations.

Due to the ongoing emergency leave of the Bookkeeper, the Finance Committee was supplied with a budget for FY 2024 that has yet to be ratified and vetted by the Treasurer and the accountant with whom the Library Director established a contract.

The meeting was adjourned at 4:27 PM.

Respectfully submitted,
October 19, 2023

Joseph Logue,
Library Director



NEWPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

Date of Meeting: September 21, 2023

Location: 300 Spring Street, Newport, RI 02840

Present:: Merideth Bonvino, Tanner Jackson, Charlotte Marshall, Kyle Martin, Alan Ridnour, Edwina Sebest, Adrienne Shaw

Excused: Pat Heller

Absent: NA

Also present: Dave Carlin, Tim Cavazza, Joseph Logue

NB: Due to the absence of officers at the Board of Trustees meeting, Joseph Logue took the minutes of the meeting to allow Adrienne Shaw to preside.

Call to Order & Determination of a Quorum

The meeting was called to order at 4:32 PM and it was determined that a quorum was present.

Amendments to Agenda

There being none, Charlotte Marshall moved to accept the agenda to which Kyle Martin seconded. The motion passed unanimously.

Minutes of the Board of Trustees Meeting of July 20, 2023

Edwina Sebest moved to accept the minutes to which Merideth Bonvino seconded. The motion passed unanimously.

Election of New Trustees and Installation of Officers

The slate of new members of the Board of Trustees was presented. Peter Baylor, Kristie Gardiner, and Judy McCarthy were newly elected and Edwina Sebest was reelected by a motion made by Kyle Martin to which Alan Ridnour seconded. The slate of the 2023 Trustees passed unanimously.

Consequent to the election, Peter Baylor moved that new officers be elected to which Edwina Sebest seconded. Alan Ridnour will serve as President and Merideth Bonvino will serve as Treasurer. Adrienne Shaw continues as Secretary. The position of Vice President remains vacant. The motion passed unanimously.

Executive Session

Tim Cavazza recommended a motion to convene into an Executive Session pursuant to RIGL § 42-46-5(a)(2) and § 42-46-5(a)(4) for the purpose of:

- discussing and voting on potential and threatened litigation concerning a current employee; and

- discussing and voting on investigative proceedings regarding allegations of misconduct, either civil or criminal.

Kyle Martin made the recommended motion to convene into executive session to which Edwina Sebest seconded. Dave Carlin, as an ex officio member of the Board, excused himself from the meeting with his best wishes and vote of confidence in the leadership of the Library. A roll call vote was taken:

1. Peter Baylor, Aye
2. Merideth Bonvino: Aye
3. Kristie Gardiner: Aye
4. Tanner Jackson: Aye
5. Charlotte Marshall: Aye
6. Kyle Martin: Aye
7. Judy McCarthy: Aye
8. Alan Ridnour: Aye
9. Edwina Sebest: Aye
10. Adrienne Shaw: Aye

The motion to move into Executive Session thus passed unanimously.

The Board convened into Executive Session at 4:44 PM.

The Board reconvened into open session at 5:50 PM.

On motion by Edwina Sebest and seconded by Kyle Martin, the Board voted to seal the minutes of the Executive Session. A roll call vote was taken:

1. Peter Baylor, Aye
2. Merideth Bonvino: Aye
3. Kristie Gardiner: Aye
4. Tanner Jackson: Aye
5. Charlotte Marshall: Aye
6. Kyle Martin: Aye
7. Judy McCarthy: Aye
8. Alan Ridnour: Aye
9. Edwina Sebest: Aye
10. Adrienne Shaw: Aye

The motion to seal the minutes thus passed unanimously.

Alan Ridnour announced that in the Executive Session a motion was made by Charlotte Marshall to authorize the Library Director to procure the services of a Certified Public Accountant to assist with bookkeeping duties; Adrienne Shaw seconded the motion which then passed unanimously.

Finance Committee Report

Joseph Logue informed the Board of the various challenges the Library is undergoing but was able to assure the Trustees that all functions were being fulfilled and that all financial obligations were being met.

President's Report

None presented.

Building and Grounds Committee Report

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

Friends of the Library Report

Pat Heller was unable to attend the September 2023 meeting but sent a report via Edwina Sebest. Pat Heller's report highlighted the efforts of the volunteers in putting on a successful August book sale. Edwina Sebest made note of the Friends' decision to allocate the annual donation to the Library to the departments. Charlotte Marshall requested information as to why the donation was restricted to which Edwina Sebest responded.

Edwina Sebest then presented Joseph Logue with the annual check for \$25,000.

Library Director's Report

Joseph Logue reiterated his ongoing responsibilities in light of Patti Fetta's emergency leave and Erin Shaw's resignation. The matter of an aggressive and injurious email from a disgruntled patron was discussed. The decision to address the tone and tenor of the email was tabled until further correspondence occurred.

Adjournment

Business being concluded Alan Ridnour asked for a motion to adjourn. Edwina Sebest made the motion to which Peter Baylor seconded. The motion to adjourn passed unanimously and the meeting adjourned at 7:06 PM.

Respectfully Submitted,
October 19, 2023

Joseph Logue
Library Director

DRAFT



NEWPORT PUBLIC LIBRARY
PROPERTY MANAGER'S REPORT

Security

We did have a couple security issues this month. One involved a theft of around \$50.00 dollars in cash from the reference desk. An underage patron waited until the librarian was distracted and then proceeded to walk behind the service desk, open the drawer and empty the money bag of everything inside. Later when the theft was discovered, it was reported to the police. The next morning the incident was viewed on the security camera footage and turned over to the police. While I was giving a statement to the police, the same patron who stole the money tried to enter the Library, he was pointed out to the officer and they handled it from there.

We also had to have a no trespass order given to a patron who habitually is intoxicated in the Library and has had been taken out of the building in an ambulance many times. The day after he was taken out in an ambulance and to citation issued, he returned to the Library with no relocation of the prior day. We then had the police remove him and explain the consequences of his behavior.

Services

- Siemens building Technologies were at the Library for scheduled PM on the HVAC controls. They were also here for an upgrade to the HVAC software.
- Furey Roofing at the Library to repair a leak in the rubber roofing (covered by the warrantee)
- Dorma Karba (door control) at the Library for scheduled preventative maintenance
- Otis Elevator at the Library for scheduled preventative maintenance on the elevator

Completed Work

- Prep and paint the exterior book drop doors near the parking lot entrance
- Replace 4 ballasts throughout the Library
- Remove hand rails from the stair case and coat with a marine grade primer. This is a far more durable finish that will not show so many scratches from rings, watches, and the like
- Continue seasonal grounds maintenance
- Install new in the counter soap dispenser in the men's public bathroom
- Begin seasonal leaf clean up (will continue through December)
- Repair the alarm on the YA emergency exit door, the stall doors, and broken shelving units
- Continue annual carpet cleaning
- Replace a light switch in the Friends Meeting Room
- Repair the lock on the door heading to the attic

Respectfully Submitted
October 19, 2023

James Mass,
Property Manager