

# **NEWPORT PUBLIC LIBRARY**

**Board of Trustees**

**Meeting Minutes**

**November 16, 2017**

**1. Call to order: President Robin Skuncik Jones called the meeting to order at 4:32 p.m. in the Rotary Room of the Newport Public Library.**

**Attendance: Robin Skuncik-Jones, Michael Dawson, Rita Slom, Matthew Leys, Adrienne Haylor, Peter Baylor, Sandra Pattie, Linda Martin, Robin Skuncik-Jones, Michael Dutton, Lynne Ceglie, Scott Skuncik, Joe Logue**

**Excused: Steve Waluk, Linda Martin**

**Absent: Angel Gonzalez, Gina Brown**

**2. Amendments to the Agenda:**

**There were no changes or additions to the agenda.**

**3. Finance Report:**

**The Wells Fargo Accounts are doing exceptionally well. Salary is down due to an employee on long term medical leave.**

**4. Presidents Report:**

**Robin met with Joe to discuss the installation of the new carpet.**

**Carpet installation is set to begin in January 2018. The Annual Appeal letter is ready to be sent.**

#### **5. Building & Grounds Report:**

**It was reported that the HVAC system does not start right away, making for colder mornings. The HVAC system should be started earlier to make the library warmer in the mornings. Other than that, Jim and the rest of the property department have been doing an excellent job of keeping the library immaculate.**

#### **6. Friends of the Library Report:**

**The Friends Bookstore Holiday Booksale is scheduled for December 8 through December 13. The Friends now have 94 members. January is membership month and the Friends will be preparing new membership applications. The Friends have two new volunteers.**

#### **7. Library Director Report:**

**Joe Logue highlighted some upcoming events in the Children's Department as well as the Friends Book Sale.**

**He has met with the Garden Committee and is optimistic about their inaugural event set for 2018.**

**Joe reported that our Head of Collections Management, Maggie Browne, would be leaving for a new career opportunity. We wish her the best of luck and have begun looking for a replacement. In the meantime, the rest of the staff has been helping out in the absence of a department head.**

**The library will be looking into making some policy changes, particularly regarding meeting rooms, proctoring for exams, and computer use.**

**The carpet installation has been pushed from December 2017 to January 2018 to accommodate the increased number of visitors over the holiday break.**

**Joe discussed the need for roof repairs. We will be looking at costs to repair/replace parts of the roof that have begun to degrade due to age and elements.**

**Joe and Jim will also begin looking into costs for upgrades to the security cameras.**

#### **7. Old Business:**

**The carpet installation has been pushed from December 2017 to January 2018 to accommodate the increased number of visitors over the holiday break.**

#### **8. New Business:**

**The Library is preparing for a change in staffing due to the departure of Maggie Browne as well as looking for extra assistance in the Collections Management department.**

**The Board discussed the Christmas holiday hours for the library.**

#### **10. Adjournment:**

**The meeting was adjourned at 4:49 pm.**

**The next meeting is scheduled on January 18, 2017.**