



NEWPORT PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
November 15, 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, Linda Martin, Peter Baylor, Michael Dutton, Gina Brown, Robin Skuncik-Jones, Adrienne Shaw, Joe Logue, *Library Director*

Excused: Rita Slom, Scott Skuncik, Adrienne Haylor, Kyle Martin

Absent: Angel Gonzalez, Lynn Ceglie

2. Amendments to the Agenda:

The agenda was approved as presented.

3. Minutes of the October 2018 meeting:

The minutes were approved as presented.

4. Finance Report:

Michael Dutton reported nothing outstanding in the Profit/Loss statements. There was a 6% drop in income due to a loss in the Wells Fargo accounts from the previous month.

5. President's Report:

Matthew Leys welcomed new Board Member Adrienne Shaw.

The development of an Investment Committee was discussed at the Finance Committee meeting. That committee will be officially formulated at the January 2019 meeting.

6. Buildings and Grounds:

There was an increase in building/grounds expenses from service calls and repairs to the HVAC system. A security camera was installed in the elevator and maintenance on the security cameras contributed to these increased expenses. The library also purchased a snow blower and repairs on the roof continue.

7. Financial Development:

Fran Mendell held an initial meeting for the 2019 Novel Evening event. In the new year, regular monthly meetings will be held to prepare for the event.



8. Friends of the Library Report:

The Friends are preparing for their big Winter Book Sale, held November 30 – December 5, 2018.

9. Library Director Report:

Joe Logue reported that the Annual Appeal would be mailed out within the next few weeks.

The Library welcomed a new Reference Librarian this week, Sean Doherty. He began working at the library in the Maintenance Department and we were able to transition him in a position at the Reference Desk.

Joe reported on the NELA/RILA conference he and other librarians attended in October.

We are working with the Redwood Library to allow our patrons more access to the research resources at Redwood. NPL is more of a popular materials library and we want to be able to refer patrons to Redwood for research needs.

The Library is going through some changes in the layout of materials. The Mystery and Biography sections have been moved to an area of the library with more shelf space. The Library is also switching from the Library of Congress cataloging system to the Dewey Decimal System. We will be hosting two Open Houses in November to discuss with patrons the need for these changes and to answer any questions about the new layout.

10. Old Business:

There was no old business to report.

11. New Business:

There was no new business to report.

12. Adjournment:

The meeting was adjourned at 4:47 pm.

The next meeting is scheduled on January 17, 2019.