



Newport Public Library  
Finance Committee of the Board of Trustees  
November 17, 2022 at 4:00 PM

## Agenda

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| 1. Call to order, determination of a quorum                      | Ken Castiglia |
| 2. Additions or amendments to the Agenda                         | Ken Castiglia |
| 3. <i>Action item:</i> Minutes of the Oct 2022 Finance Committee | Ken Castiglia |
| 4. Financial Statements for Oct 2022                             | Ken Castiglia |
| 5. New Business  |               |
| a. Third day of absence (as Personnel Committee)                 | Joseph Logue  |
| 6. Old Business  |               |
| a. People's Credit Union CDs renewed for six (6) months          |               |
| 7. <i>Action item:</i> Adjournment                               | Ken Castiglia |

Next scheduled meeting: Thursday, January 19, 2023 at 4:00 PM.

Please email [Erin Shaw](#) if you are unable to attend; or call 847 8720, x101.



Newport Public Library  
Board of Trustees Meeting  
November 17, 2022 at 4:30 PM

## Agenda

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|--|---------------|
| 1. Call to order, determination of a quorum, and an announcement that the meeting is being recorded. | Brad Carter   |
| 2. Additions or amendments to the Agenda   | Brad Carter   |
| 3. <i>Action item</i> : Minutes of the Oct 2022 Trustees meeting                                     | Brad Carter   |
| 4. Financial Committee Report  | Ken Castiglia |
| 5. President's Report  | Brad Carter   |
| 6. Building and Grounds Committee Report (attached)  | James Mass    |
| 7. Financial Development Committee Report  | Joseph Logue  |
| 8. Friends of the Newport Library Report   | Jon Davies    |
| 9. Library Director's Report   | Joseph Logue  |
| 10. Old Business   | Brad Carter   |
| 11. New Business   | Joseph Logue  |
| a) New Staff Member  |               |
| b) Patron Grievance Appeal   |               |
| 12. <i>Action item</i> : Executive Session   | Brad Carter   |

13. *Action item:* Adjournment

Brad Carter

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## Property Management Monthly Report October 2022

### Security

Outside of the normal minor issues, there were no major security concerns this month

### Services

Trane mechanical at the library to replace the circulator pump and motor on the secondary hot water system that runs off the Patterson Kelly Boiler

Siemens Building technologies at the library to finish up the control part of the new RTU project

Coastal Electric at the library to test the batteries in the fire alarm box

Innovative Home Systems at the library to replace a broken security camera located at the Spring Street entrance

Furey Roofing at the library to repair a leak in the rubber roofing in the mechanical pit (covered by warrantee)

### Contract and service update

R.I Fire Protection, the company that we have used to do inspections on our sprinkler system, has been sold to a new company called Encore Fire Protection. We just signed a contract with Encore to provide the same services and R.I. Fire provided us. However, the contract is for \$200 more annually then we paid with R.I Fire, but still less then other companies offering the same service, so there will be an over run un that budget line of \$200.00.

Many people are unaware of what exactly happens to the thousands of books that get donated to the library every month. Some get put in the book store for sale and the majority of the rest get put into 4 canvass bins that we store in the lower level of the library near the loading dock entrance. When these bins get full, about once a week, I call a book recycling company called Discover Books who in turn sends a truck down to pick up the books, we have used Discover for about 10 years. We don't pay for the service and receive nothing in return. However, I was approached but a company called Bay State Books who offered to pay us 2.5 cents per pound for our books, I went back to Discover Books with this offer and they offered to pay us 3.5 cents per pound, I intern told Bay State about the counter offer and they upped their offer to 5 cents per pound. After talking to Joe and Edwina we decided to go with Bay State Books at 5 cents per pound. It should bring about \$5,000.00 annually to the Friends.

### Completed Work

- Continued grounds maintenance (this work consumes most of the P.M. staffs time during the fall)
- Replace six ballasts throughout the library
- Shampoo all carped surfaces in the library
- Replace the carburetor of the lawn trimmer
- Repair leaking faucet in the circulation bathroom
- Install new cable in the ceiling on the Friends Room that runs from the ceiling mounted projector to the AV cabinet. This was to fix the issue with a "shaky" picture when watching movies
- Paint walls in the children's bathroom and install new wall mounted acrylic sign holders on the wall
- Repair constant running water fountain on the children's water bubbler
- Install rivets on the roof top enclose located around the sky light to prevent the panels from falling off in strong winds
- Repair one of the two broken carpet cleaning machines (parts on order to repair the other)  
Replacement of at least one machine will be needed soon- they are over 20 years' old

