



Newport Public Library
Finance Committee of the Board of Trustees
November 16, 2023 at 4:00 PM
300 Spring Street, Newport, Rhode Island 02840

Agenda

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| 1. Call to order, determination of a quorum | Alan Ridnour |
| 2. Additions or amendments to the Agenda | Alan Ridnour |
| 3. <i>Action item:</i> Minutes of the October Finance Committee | Alan Ridnour |
| 4. Updates from the CPA | Joseph Logue |
| 5. <i>Action item:</i> Adjournment | Alan Ridnour |

Next scheduled meeting: January 18, 2024 at 4:00 PM.

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



Newport Public Library
Board of Trustees Meeting
November 16, 2023 at 4:30 PM
300 Spring Street, Newport, Rhode Island 02840

Agenda

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| 1. Call to order and determination of a quorum | Alan Ridnour |
| 2. Additions or amendments to the Agenda | Alan Ridnour |
| 3. <i>Action item:</i> Minutes of the October Trustees meeting | Alan Ridnour |
| 4. Financial Committee Report | 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 |
| 8. <i>Action item:</i> Executive Session, if needed | Alan Ridnour |
| 9. <i>Action item:</i> Adjournment | Alan Ridnour |

Next scheduled meeting: January 18, 2024 at 4:00 PM.

Please email [Joseph Logue](#) if you are unable to attend; or call 847 8720, x102.

DRAFT



NEWPORT PUBLIC LIBRARY
BOARD OF TRUSTEES FINANCE COMMITTEE MEETING MINUTES

Date of Meeting: October 19, 2023

Newport Public Library | 300 Spring Street | Newport, Rhode Island 02840

Present: Merideth Bonvino, Kyle Martin, Alan Ridnour

Excused:

Also present: Joseph Logue, Edwina Sebest

The meeting was called to order by Merideth at 4:01 PM, and it was determined that a quorum was present.

Joe gave an update from the CPA regarding the state of the books. The Library is in sound financial shape but this work will take quite some time.

Respectfully submitted,
November 10, 2023

Joseph Logue,
Library Director

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NEWPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

Date of Meeting: October 19, 2023

Newport Public Library | 300 Spring Street | Newport, Rhode Island 02840

In Attendance

NPL Staff: Joseph Logue

Board: Meredith Bonvino, Kristie Gardiner, Pat Heller, Charlotte Marshall, Judy McCarthy, Kyle Martin, Alan Ridnour, Edwina Sebest, Adrienne Shaw

Absent: Peter Baylor, Tanner Jackson

Call to Order & Determination of a Quorum

A quorum was determined; meeting was called to order at 4:35pm.

Amendments to Agenda

A motion was made and seconded to approve the agenda.

Minutes of Previous Meeting

Joe distributed a special copy of sealed minutes from the closed session portion of July's meeting. He asked that Trustees read and if necessary, comment on these minutes; they are then to be returned before leaving the meeting.

A motion was made and seconded to approve minutes of July's open meeting session.

President's Report

Alan commented on the Vice President of the Board vacancy and the importance of filling that position. Edwina then asked Alan if she could volunteer for it. Adrienne replied that this was an inappropriate question as Edwina is well aware that she was asked to resign from the Vice President position in July as a result of her violations of the By-Laws of the Board of Trustees.

Building and Grounds Committee Report

The Board was referred to Jim Maas's monthly report distributed with the Board meeting materials in advance of the meeting. Adrienne commented that the Library does an excellent job handling security situations in an effective yet respectful manner, limiting access to the library only after all other avenues have been exhausted.

Friends of the Library Report

Pat Heller reported that she will serve as temporary Treasurer for the Friends organization.

The Friends are creating bookstore gift certificates that can be purchased and given as gifts.

Advertising in Newport This Week will be continued due to its success.

The annual Holiday Sale will be held from Friday, December 1st, through Saturday, December 9th 2023. This sale will present gift-quality items collected during the year.

The Friends presented a check for NPL to Joe Logue in the amount of \$25 thousand. Joe expressed his sincere thanks. In a change from recent practice, the group chose to allocate \$18k of the funds instead of granting to the director the prerogative of determining area of greatest need.

Library Director's Report

Joe reported that Tiverton CPA Kate Leary, who has experience working with non-profits, has been hired to "clean up the Library's (accounting) books" left in poor condition by the employee now suing the Library. The CPA will train Joe in the use of QuickBooks Online, a more direct and easy-to-use system than that currently used.

With Erin Shaw's resignation, Jean, Becky and Sean's medical leave, and bookkeeper's absence, the Library is experiencing staffing issues into the foreseeable future. Library open hours may need to be reduced as result.

Joe has talked with the City about Library's hiring issues. He would like to resolve these issues by increasing salaries so the positions are more attractive to potential job applicants. The City will be considering the issue.

The online platform Classy is being studied as a potential fundraising tool for the Library.

Joe & staff member Deanna staffed the Library booth at Newport's Broadway Street Fair on Saturday, October 14th, 2023. Deanna was able to sign several attendees up for a Library card.

The Rotary Room will be used for future Board meetings in place of the "Friends" Room.

Joe appreciates the Board's willingness to hold the February 2024 Board meeting on February 22nd rather on February 15th in order to accommodate his schedule.

The upcoming holiday(s) schedule for 2023/24 was discussed.

Old Business

Kristie asked Joe if there was any new information about the potential branch location. Joe explained that the architectural firm had not submitted its cost estimate for necessary renovations to the old Newport Daily News site, nor had the current owner committed to paying for required renovations. Kristie indicated that a specific and accurate cost estimate would be needed to apply for grant funds.

Adrienne inquired as to status of the lawsuit and the demands it is creating on Joe's time above and beyond his normal work load. Joe responded that he had just received a 26-page document of questions regarding the lawsuit that he will spend his weekend to complete.

New Business

Adrienne thanked Joe for doing not only his own job but that of three- to four other employees at this time. His late nights and early mornings, shortened weekends, and missed professional conferences have been noted.

Adjournment

A motion to adjourn the meeting was made and seconded; meeting was adjourned at 5:13pm.

Next meeting will be on Thursday, November 16th, 2023, at 4:30pm.

Respectfully Submitted,

November 7th, 2023

Adrienne Shaw

Secretary to the Board



NEWPORT PUBLIC LIBRARY

Property Management Monthly Report October 2023

Security

There were a couple security issues this month, one involved a few unruly young adults, this issue was handled in house and the other was an ,under the influence, adult patron that was passed out and became belligerent when woke up. Both were handled in house and resulted in a month long ban in both incidents

Services

Trane Mechanical at the library for seasonal preventative maintenance on the boilers. I also had them check out the issue with overheating in the Quiet study, it has been determined that the heat valve should be replaced, we signed a contract for the valve replacement and also a contract to rebuild a circulator pump on the #1 Hydrotherm boiler. Both jobs should be completed in the near future.

This month I also met with city officials, two different occasions, regarding the flooding issues we have at the parking lot entrance. Everyone involved recognized the problem and agreed something needs to be done. They asked that \$150,000 be added to the CIP plan for necessary repairs to the lot. Joe has done that so we will see where it goes from there. I will report pertinent info as I get it. The city engineer has done a few things to hopefully help in the meantime. A high velocity grate was installed on one of the catch basins and they had the drain lines scoped for blockages, it came back that the lines were at least 20% blocked. As I write this city crews are in the lot attempting to clear the lines of blockages.

Furey Roofing was at the library to repair a leak in the newly installed rubber roofing, this was a warrantee repair and came at no cost to the library.

Innovative Home Systems were at the library to reinstall to PA system software on my computer that was lost when my computer crashed

Otis Elevator was at the library for scheduled preventative maintenance on the elevator

Coastal Electric was at the library for quarterly testing and to replace the batteries in the Fire panel

Completed Work

Complete steam cleaning all interior carpeted surfaces

Continued grounds maintenance (this is a huge time eater this time of year) exterior seasonal maintenance usually wraps up around Christmas

Repair leaking sink in the Circulation bathroom

Repair the lock on the Program Room storage closet door

Complete stripping paint off of the long set of hand rails and recoat with marine grade primer and paint and reinstall the railings

Replace 4 ballasts throughout the library

Replace flush valve on the center toilet in the woman's public bathroom

Cut to fit and install new ceiling tiles that were damaged from the earlier reported roof leak

Remove old caulking and re caulk around one glass panel in the sky light

Replace O-rings in the water bubbler in the children's department

Replace the light switch in the Reference work room

Re secure the playhouse furniture to the walls in the playhouses

Trim hedges in the parking lot

Repair the lock on the generator door

Remove and clean out the sink trap in the lower level woman's staff restroom. This only helped minimally and may require a roter service in the future

Respectfully Submitted,
November 7th, 2023
Jim Mass,
Property Manager

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