



NEWPORT PUBLIC LIBRARY
BOARD OF TRUSTEES FINANCE COMMITTEE MEETING MINUTES

Date of Meeting: November 16, 2023

Present: Merideth Bonvino, Alan Ridnour

Excused: Kyle Martin

Also present: Edwina Sebest, Joseph Logue

The CPA with whom the Library has contracted (Kate Leary) continues to work on getting the books in order, straightening out past errors and practices, as well as streamlining the Chart of Accounts.

Respectfully submitted,

January 16, 2024

Joseph Logue,
Library Director



NEWPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

Date of Meeting: November 16, 2023

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

Present: Peter Baylor, Merideth Bonvino, Tanner Jackson, Alan Ridnour, Edwina Sebest
Also present: Pat Heller, Joseph Logue

Call to Order & Determination of a Quorum

No quorum was present and no actions were taken.

Finance Committee Report

Joseph Logue updated those present on the status of the CPA's progress with the bookkeeping.

Building and Grounds Committee Report

Report was attached.

Financial Development Report

Joseph Logue outlined plans for the Annual Appeal.

Friends of the Library Report

Library Director's Report

Joseph Logue gave an overview of the programs that were coming up for the Christmas season.
Noted the closures around the regularly scheduled days.
Staff update regarding the Administrative Assistant.

Respectfully Submitted,
January 18, 2023
Joseph Logue
Library Director



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



PROPERTY MANAGER'S REPORT

Security

There were a handful of minor “nuisance” security issues this month, all were handled in house by security staff. Most involved misbehaving teens using profane language and disrupting the library.

Services

Siemens Building technologies was at the library for scheduled preventative maintenance on the HVAC controls
Encore Fire Protection was at the library for quarterly testing of the sprinkler system

Trane Mechanical was at the library for Preventative Maintenance on the boilers. They were also here to replace the heat valve that supplies the Quiet Study and also to rebuild the circulator pump on the #1 Hydro Therm boiler. They also replaced the voltage overload on the RTU (this was warrantee work).

Furey Roofing was at the library for a warrantee repair on the new rubber section of the roof

Update on parking lot drainage issues- while we await funding for repairs from the CIP the city did send a crew over to free all drain line of debris and to install a high velocity drain cover on one of the catch basins in the lot

Completed Work

- Repaint the circulation bathroom
- Install new door stop on garage door
- Continued seasonal grounds work (endless leaves)
- Replace 4 ballasts in the building
- Replaced damaged ceiling tiles throughout the library
- Repair broken chemical delusion center in lower level janitor's closet
- Repair broken play table in the Children's department
- Prepare lawn mowers for seasonal storage
- Reconfigure sound system in the Program Room
- Reprogram ceiling mounted Projector in the Program Room
- Remount window blind in the Rotary Room
- Repair down spout on the north end of the building
- Repair the door lock on the cleaning supply storage closet
- Remove the sink trap and free of debris causing slow drainage in the woman's staff bathroom
- Install a new cord on one of the vacuum cleaners
- Repair the water pump on one of the carpet cleaners
- Remove dead shrubs from the library grounds
- Lay new mulch in the rose planters to protect the root ball from winter cold