



Newport Public Library  
Finance Committee of the Board of Trustees  
February 16, 2023, at 4:00 PM

## Agenda

---

- |  |             |
|--|-------------|
| 1. Call to order, determination of a quorum                      | Brad Carter |
| 2. Additions or amendments to the Agenda                         | Brad Carter |
| 3. <i>Action item:</i> Minutes of the Jan 2023 Finance Committee | Brad Carter |
| 4. Financial Statements for Jan 2023                             | Brad Carter |
| 5. <i>Action item:</i> Adjournment                               | Brad Carter |

Next scheduled meeting: Thursday, March 16, 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  
February 16, 2023, at 4:30 PM

## Agenda

---

- |   |              |
|---|--------------|
| 1. Call to order and determination of a quorum                  | Brad Carter  |
| 2. Additions or amendments to the Agenda                        | Brad Carter  |
| 3. <i>Action item:</i> Minutes of the Jan 2023 Trustees meeting | Brad Carter  |
| 4. Financial Committee Report                                   | Patti Fetta  |
| 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. New Business  | Joseph Logue |
| a. Compensatory Time Proposal (attached)                        |              |
| 11. <i>Action item:</i> Executive Session, if needed            | Brad Carter  |
| 12. <i>Action item:</i> Adjournment                             | Brad Carter  |

Next scheduled meeting: Thursday, March 16, 2023 at 4:30 PM.

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



NEWPORT PUBLIC LIBRARY

BOARD OF TRUSTEES FINANCE COMMITTEE MEETING MINUTES

Date of Meeting: January 19, 2023

Present: B. Carter, K. Castiglia, K. Martin, E. Sebest

Excused: M. Bonvino

Also present: P. Fetta, J. Logue, and E. Shaw, *ex officio*

A quorum being present, Mr. Castiglia called the meeting to order at 4:01 PM.

The motion to accept the minutes of the November Finance Committee meeting was made by Mr. Carter, seconded by Ms Sebest and accepted unanimously.

Mr. Castiglia gave an overview of the various reports. The principle of operating at a deficit is to be kept in mind.

Payroll is trending lower to the budgeted amount. This is a reflection of many entry level positions being filled.

Business being concluded, Mr. Castiglia asked for a motion to adjourn. Ms Sebest made the motion, to which Mr. Martin seconded. Upon a unanimous vote, the meeting was adjourned at 4:30 PM.

Respectfully submitted,  
February 16, 2023

Joseph Logue  
Library Director



NEWPORT PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES

Date of Meeting: January 19, 2023

**In Attendance**

*NPL Staff:* Patti Fetta, Joseph Logue, Erin Shaw

*Board:* Brad Carter, Kenneth Castiglia, Jon Davies, Andrea Groce, Kyle Martin, Charlotte Marshall, Alan Ridnour, Edwina Sebest, Adrienne Shaw, Stephen Waluk

**Excused:**

Meredith Bonvino, Lynn Ceglie, Matthew Leys

**Call to Order & Determination of a Quorum**

A quorum was determined; meeting was called to order at 4:31pm.

**Amendments to Agenda**

There was a motion and second to approve the agenda; motion was approved.

DRAFT

**Minutes of Previous Meeting**

A motion and second approved minutes of November 2022 meeting.

**Finance Committee Report**

Ken Castiglia reported that income is favorable due to September fundraiser. Payroll expense is lower than budgeted; operations expenses are still high due to utilities costs.

Balance sheet assets are currently very liquid and in good shape.

The budget will be examined over next few months for possible adjustments.

**President's Report**

Brad Carter wished all a Happy New Year and thanked those in attendance for being present.

**Building and Grounds Committee Report**

Brad referred to Jim Maas's monthly report that was included in information package for Board meeting. Jim and Joe will be discussing options for the Building Improvement budget.

**Financial Development Report**

Joe mentioned that unsolicited end-of-year donations totaled about \$31 thousand; that amount includes The Friends generous donation of \$25 thousand.

**Friends of the Library Report**

Jon Davies reported that The Friends donated a total of \$32,247 to the library in the last fiscal year.

The holiday sale brought in \$2800. There will be a children's pop-up sale from February 21<sup>st</sup> through February 27<sup>th</sup>, books & other materials will be priced at 50 cents to \$1.

### **Library Director's Report**

Joe reported that library has received a Champlin grant for final stage of carpet replacement (Aquidneck Room) and a new hot water heater. This will total about \$22 thousand.

The lactation pod is expected to arrive around mid-February.

Joe attended a session at Providence Public Library to learn about National Endowment for the Humanities grant opportunities. Senator Reed is a strong supporter of libraries which will be an advantage.

Sean Doherty in Reference Department is working to get full text of items in Newport Room online.

February is Black History month and Veronica Mays will display her quilts at the library again this year. There will also be photography exhibits.

Charlotte Marshall is working on a scrapbook for the 150<sup>th</sup> gala event.

Joe referred Board members to an email he sent earlier that day that includes an invitation to online seminars about library legal matters; this material would be relevant to library Board members.

### **Old Business**

After investigating an earlier question regarding the November Finance Committee meeting, Joe reported that Finance Committee meetings need to be open door like the general Board meetings, unless an Executive Committee session is called.

### **New Business**

#### *BYLAWS AMENDMENTS*

Edwina is recommending the following updates and amendments to Article V of the Bylaws passed in April 2021:

Section 2: Categorize Sections 3 and 4 into Subsections as they enumerate powers of the Executive Committee;

Section 5: Change name of Nominating Committee to Selection Committee to reflect manner in which Board is comprised, while also outlining filling of vacancies and completion of terms (spelled out in Article III, Section 4).

Section 6: Specify composition of Personnel Committee and clearly define its function. Specifically, the Board Vice President will head up the Committee and Treasurer will also be a member.

Additionally, make minor changes to ensure parallel construction and update section numbers to accommodate the changes. Steve Waluk made a motion to approve clear definition of composition of Personnel Committee. Motion was seconded and approved. Steve made a second motion to accept the above with Treasurer added as third member of Committee. This motion was seconded and approved.

Steve then motioned to approve all other changes listed and discussed. This was approved after a second.

#### *COMPENSATORY TIME POLICY CHANGE*

The Board will charge Joe to write up change to policy to enable compensatory time for Jim M. and Director for hours worked well beyond normal expectations.

Library may make working on Sunday mandatory for new hires if difficulty finding a sufficient number of volunteers persists.

A motion to approve was made, seconded and passed.

### **Adjournment**

A motion to adjourn the meeting was made and seconded; meeting was adjourned at 5:08pm.

*Next meeting will be on Thursday, February 16<sup>th</sup>, 2023, at 4:30pm.*

*Respectfully Submitted,  
February 8<sup>th</sup>, 2023  
Adrienne Shaw  
Secretary to the Board*

# Property Management Monthly Report January 2023

## Security

We did have to have a patron issued a no-trespass order this month. This patron has been an issue for many years, and has been banned from the library at least two times previously. She was banned this time for just being a nonstop problem for staff. She has now been banned from every library on the island.

## Services

Innovative Home Systems were at the library to trouble shoot lost communication between the security cameras and the monitor in my office, it was determined the HDMI port that the cameras were connected to had failed, the connection was switched to an extra HDMI port and communication was restored

Trane Mechanical was at the library for scheduled P.M.

Coastal Electric was at the library for quarterly testing of the fire alarms

Siemens Building Technologies was at the library for warranty work. When Trane was here doing P.M. they discovered that two of the circulator pumps on the hydro-therm boilers were not starting when they should have been. This caused the #2 and #3 boilers to trip on high limit. After much trouble shooting and tracing wires it was determined that when the control panel in the attic was rewired during the RTU project that the electrician hired by Siemens, mislabeled and crossed a couple wires which caused the pumps not to run when called. I called Siemens and to their credit they came to the library the next day and fixed the issue. It was covered under warranty so there was no cost to the library.

## Completed Work

Prep and paint the back hallway near the Collection Management office

Prep and paint the hallways and doors heading to the staff only area

Prep and paint various other doors and walls in the library, will continue all areas in need over the next month or so

Replace four ballasts throughout the library

Replace the dimmer switch in the Stride Meeting Room

Strip and Wax the bathroom floor off the Aquidneck Room

Repair the nesting tables in the Reference department

Prep area in the Children's Department for the Lactation pod. This included removing furniture and repairing damaged carpet, relocating shelving and reattaching to the wall in its new location, repairing the wall and painting where the shelves originally were, relocating and wall mounting the fire extinguisher, and replacing about ten feet of baseboard and painting said baseboard

Repair the buckled threshold and carpet near the door that leads to the reference work room

Replace eleven carpet tiles in the Friends Room that were damaged by hot wax used in a Y.A. program

Replace the flush diaphragm in the urinal in the Men's public restroom

Replace the pull start on one of the snow blowers

Clean carpets in high traffic areas