

NEWPORT PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
March 16, 2017

1. Call to order: President Michael Dawson called the meeting to order at 4:35 p.m. in the Rotary Board Room of the Newport Public Library.

Attendance: Gina Brown, Jennifer Booth, Michael Dawson, Michael Dutton, Girard Galvin, Adrienne Haylor, Matthew Leys, Rita Slom and Library Director Anne Shepherd.

Excused: Peter Baylor, Linda Martin, Scott Skuncik, Stephen Waluk

Absent: Angel Gonzalez, Lynn Ceglie

2. Amendment to the agenda:
There were no changes or additions to the agenda.

3. Secretary's Report:
Michael Dawson asked for changes or additions to the February 2017 Board of Trustees meeting minutes. Hearing none, he asked for a motion to approve the minutes as presented.

Jennifer Booth made a motion to accept the minutes as presented. Girard Galvin seconded the motion. Gina Brown, Jennifer Booth, Michael Dawson, Michael Dutton, Girard Galvin, Matthew Leys and Rita Slom voted to approve the motion. There were no votes against. The vote was unanimous. The motion carried.

4. Finance Committee Report:
 - a. Gary Lash, Wells Fargo Advisors:
Gary Lash and Chris Yalanis from Wells Fargo reported on the Library's investments at the firm. The Library has invested with Wells Fargo since 1996 and currently has 5 accounts.
 - b. Financial Statements for February 2017:
The Financial Statements for February 2017 were reviewed. Michael Dutton reported investments rose 1.8% in February. Income was down by 2.9% including fundraising income.

5. President's Report:
There was no report at this time.

6. Building and Grounds Report:
Michael Dawson reported security camera installation is proceeding. Decorative sails have been installed in the entrance to the newly renovated Teen area.

7. Financial Development Committee report:
Rita Slom reported there are 22 sponsors so far for the June event. Raffle tickets will be sold in the parking lot lobby of the Library from June 6-23. Volunteers to sell tickets are needed. A sign-up sheet will be available at the next Board meeting.

8. Friends of the Library Report:
Adrienne Haylor reported the Friends will attend the Chamber Expo on April 18 along with the representatives from the Library. The Spring Booksale will be held from April 21-26. The Friends are

sponsors for the Novel Evening event and are funding entertainers for the Children's Room summer reading program.

9. Director's Report:

Anne Shepherd distributed flyers for upcoming programs at the Library.

The Teen area renovations are complete including a gaming area. The project was funded from a grant by the Champlain Foundations.

The Rotary and Stride Rooms will receive new paint and carpeting. The work should be complete before the next Board meeting.

Two staff members are going out on family leave in June. The Library will hire a part time staff member as well as use current staff members to fill in for the two full time employees while they are on leave.

10. Old business:

a. Part Time Benefit Level

Currently, the Library makes benefits available to employees who work 20 hours or more. Anne Shepherd asked the Board to consider changing the benefit level to 25 hours in order to give new part time employees more hours. She stated that job candidates have asked for more hours when interviewed and it is difficult to hire for 19 hours or less. This change would apply to new hires only.

Jennifer Booth moved to change the benefit level to 25 hours or more for new hires. Rita Slom seconded the motion. Gina Brown, Jennifer Booth, Michael Dawson, Michael Dutton, Girard Galvin, Matthew Leys and Rita Slom voted to approve the motion. There were no votes against. The vote was unanimous. The motion carried.

b. Revision of Bylaws:

Michael Dawson stated he would inform the Bylaws Committee about revising the current bylaws.

11. New business:

a. Newport Garden Club presentation:

The Newport Garden Club was scheduled to make a presentation of the Reading Garden at the March meeting. They are unable to attend and will reschedule.

b. Annual Audit:

Michael Dawson reported that the accountant preparing the annual audit for Fiscal Year 2015-2016 is no longer with the firm. Someone from the firm will come to the April meeting to present a progress report.

12. Adjournment:

The meeting was adjourned at 5:25 pm.

The next meeting is scheduled on April 20, 2017.