

NEWPORT PUBLIC LIBRARY

Board of Trustees

Meeting Minutes

February 15, 2018

1. Call to order: President Robin Skuncik Jones called the meeting to order at 4:33 p.m. in the Rotary Room of the Newport Public Library.

Attendance: Robin Skuncik-Jones, Michael Dawson, Rita Slom, Matthew Leys, Michael Dutton, Steve Waluk, Gina Brown, Linda Martin, Lynne Ceglie, Joe Logue, Elaine Morgan

Excused: Peter Baylor, Scott Skuncik, Sandra Pattie

Absent: Adrienne Haylor, Angel Gonzalez

2. Amendments to the Agenda:

There were no changes or additions to the agenda.

3. Secretary's Report

Minutes of the February 2018 meeting:

The minutes were approved as presented.

4. Elaine Morgan gave the Board a brief review of the audit. It was a clean audit. There was a small negative due to depreciation but that is to be expected.

5. Finance Report:

Profit/Loss report looks great. Wells Fargo accounts are up \$35,000.00 and 3.9% overall. Income and expenses also look good.

6. Presidents Report:

Robin presented the check signing policy to the Board. They will be officially voting in March.

7. Building & Grounds Report:

Jim Mass submitted an official report to the Board.

8. Financial Development:

The annual Novel Evening Event will be held on June 24, 2018 at the Rotunda. Rita Slom asked for silent auction and sponsor sheets to be provided at the February meeting.

9. Friends of the Library Report:

The Friends had 42 members at the end of January. All of the store shifts are being covered. Volunteers are always needed. There are a few high school students working on their Senior Project in the back work area.

8. Library Director Report:

Joe Logue is working on a policy upgrade for the Library.

We are planning an event for the 150th anniversary of the Library obtaining a charter in 2019. Joe has been working with the state archivist to find more information about the founding of the Library.

Joe discussed going to a Director's seminar. There was a discussion about the use of Narcan in the Library. Joe stated that he is very hesitant to consider that option.

Circulation is up, particularly in non-traditional items. We have begun purchasing more non-traditional materials including a vinyl record player, sewing machine, and serger.

We would like to raise the limit of DVD checkouts from 4 to 10 and lower the DVD late fees from \$2 per day to \$1 per day.

Joe had a meeting with Joseph Nicholson, city manager.

Rita Slom inquired about the lack of audiobooks in the bookstore. It was explained that audiobooks were only pulled from the collection if they were defective and unusable. We will check in with the Friends about including more audiobooks in the store.

9. New Business:

Changes to the audit report will be made by Elaine Morgan and presented to the Board at the March 2018 meeting.

10. Adjournment:

The meeting was adjourned at 4:48 pm.

The next meeting is scheduled on March 15, 2018.