



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

Agenda

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| 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 Feb 2023 Finance Committee | Brad Carter |
| 4. Financial Statements for Feb 2023 | Brad Carter |
| 5. <i>Action item:</i> Adjournment | Brad Carter |

Next scheduled meeting: Thursday, April 20, 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
March 16, 2023, at 4:30 PM

Agenda

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| 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, April 20, 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: February 16, 2023

Present: M. Bonvino, B. Carter, E. Sebest

Excused: K. Castiglia, K. Martin

Also present: P. Fetta & J. Logue, *ex officio*

A quorum being present, Mr. Carter called the meeting to order at 4:10 PM; there were no additions or amendments to the agenda.

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

In Mr. Castiglia's absence, Mr. Carter moved that the Committee defer the budget updates and Profit & Loss statements to Ms Fetta.

Ms Bonvino agreed to assist Ms Fetta with the budget proposal for the length of Mr. Castiglia's absence.

There followed a general discussion regarding potential shortfalls in the coming budget years. Mr. Carter and Mr. Logue will address that by the time of the next meeting.

Business being concluded, Mr. Carter asked for a motion to adjourn. Ms Sebest made the motion and Ms Bonvino seconded; the motion passed unanimously. The meeting was adjourned at 4:27 PM.

Next meeting will be on Thursday, March 16th, 2023, at 4:00pm.

Respectfully Submitted,
March 16, 2023

Joseph Logue
Library Director



NEWPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

Date of Meeting: February 16, 2023

Present

Board: Merideth Bonvino, Brad Carter, Jon Davies, Andrea Groce, Charlotte Marshall, Alan Ridnour, Edwina Sebest, Adrienne Shaw.

Excused: K. Castiglia, M. Leys, K. Martin

NPL Staff: Patti Fetta, Joseph Logue, Erin Shaw

Call to Order & Determination of a Quorum

A quorum was determined; meeting was called to order at 4:32pm.

Amendments to Agenda

Brad requested a change to today's agenda to switch agenda items 5 and 4. There was a motion and second to approve the agenda as amended.

Minutes of Previous Meeting

Edwina asked for a revision to January 2023 minutes to clarify that the President, Vice President, and Treasurer of the Board are all members of the Personnel Committee. A motion and second approved these amended minutes.

Finance Committee Report

Brad informed the Board that Ken Castiglia would be taking a leave of absence due to a death in the family. Patti will report on financials in his absence.

Patti indicated that payroll expense is lower than budget due to two employees being on TDI.

The Wells Fargo account had a small gain but it has clearly been a bad year overall.

Brad expressed his concern that the Library is running a deficit.

President's Report

Brad issued a special thank you to The Friends of Newport Library for their wonderful contributions to the Library.

Building and Grounds Committee Report

Brad referred to Jim Maas's monthly report included in information package for Board meeting.

Edwina asked a question about the patron who had been banned from the library.

Financial Development Report

Joe stated that he has been talking with Charlotte about fundraising ideas for September.

Friends of the Library Report

Jon Davies reported that The Friends will have a children's pop-up sale from February 21st through the 27th. This sale will also include puzzles of which there is a good inventory.

There is a current display of Black History books for Black History Month.

There will be a spring sale.

New initiatives are being developed to increase the membership in the Friends.

Library Director's Report

Joe reported that the newly purchased lactation pod is installed in the Children's Library area. He encouraged the Board to take a look at it before leaving.

The Library is still experiencing staff absences due to Covid.

Joe referred to the Proposal for Compensatory Time that was included in the Board package. He asked Board members to review this policy statement in order to vote on it at the next Board meeting. The question was asked whether this new policy would apply to all full-time employees.

Adjournment

A motion to adjourn the meeting was made and seconded; meeting was adjourned at 5:04pm.

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

Respectfully Submitted,
March 16, 2023

Adrienne Shaw
Secretary to the Board

DRAFT



Newport Public Library
Property Management Monthly Report February 2023

Security

There were no major security issues this month, just the normal nuisance issues that were handled in house by staff

Services

- Encore Fire Protection was at the library for quarterly sprinkler inspection
- Donovan's and Sons Plumbing was at the library to repair and broken pipe and shut off valve, that leads to the exterior water spigot on the parking lot side of the building
- Coastal electric at the library for quarterly testing of the fire alarm system
- Siemens Building Technologies was at the library for contracted PM on the HVAC controls
- South Shore Generator was at the library to replace the gas valve and the fuel lines on the emergency generator

Completed work

- Locate and assemble lactation pod in the Children's department
- Replace the vacuum breaker and rebuild the flush handle on the middle toilet in the woman's public restroom
- Remove the door leading to the staff only area on the lower level, replace hinges and re square the door frame so no door closes freely without sticking
- Continued painting walls and doors at various locations throughout the library- 2 weeks' worth of work
- Repair the carburetor on the large snow blower that failed to start on the snow day
- Replace three ballasts in the library
- Organize the storage area in the attic- over flowing
- Replace the air filters in the RTU



NEWPORT PUBLIC LIBRARY
PROPOSAL FOR COMPENSATORY TIME

Full-time staff members who are classified as “exempt employees” as defined by the Fair Labor Standards Act, are generally compensated in the following manner:

- The work week consists of 35 hours worked over five days between Monday-Saturday, or
- The work week consists of 37.5 hours (Administration and Property Management) worked over five days between Monday-Saturday;
- If the staff member works beyond the departments’ established schedule then that person is generally paid at 1.5 times their hourly rate. While salaried, all FTE have an hourly rate to allow for calculation of overtime pay, and vacation and sick time payouts upon separation from the Library.

For the purposes of this proposal, “volunteering” to work Sundays or overtime signifies that the staff member has offered to do so, but is compensated for the extra hours. The past two years since the resumption of Sunday hours (October 2021) has seen staffing on Sunday been extremely difficult to maintain. One employee (Kelly) volunteers for every Sunday available and that relieves much of the pressure. However, even with a 1.5 rate of overtime pay rate the present staff shows little interest in volunteering to work. I propose that we offer a compensatory time off schedule for the staff member to choose instead overtime pay.ⁱ

The work schedule for Sundays is 1:00-5:00 PM. While a 1.5 compensatory time (“comp time”) mirrors the overtime pay rate, I propose that we award 1.75 hours of comp time to the employee. Thus, for a four hour work day, the staff member will earn 7.0 hours of comp time, which equals a day off.

Comp time earned between December 1 and November 30 will require use by December 31.

Patrons often express an earnest desire for the Library to be open on Sunday and yet there is actually a very low patron count on Sundays.

Institutional practice holds that any employee who is asked to work past their scheduled work hours per week will be paid at a rate of 1.5 their hourly rate. For transparency, the law states that exempt employees need not be paid overtime, or, should overtime be granted, they must first work to 40 hours before an overtime obligation should be fulfilled.

The Library has had to close on two Sundays as not enough staff members volunteered for the shift. It is hoped that this new compensatory time policy will solve this problem.

Changing this policy (more of a practice) would require direction to do so by the Board of Trustees.

BACKGROUND:

The expectations are different for the Library Director and the Property Manager, however. Both positions must respond differently to certain situations.

The Library Director is expected to work a minimum of 37.5 hours per week (originally contracted for 35.0 hours/week). There are no set hours, but I generally am at my desk by 7:30 AM. I stay until the work is done for the day. Should the need arise I will occasionally work on Saturday to catch up on work that was not finished by the end of day on Friday. Such time is discretionary and falls within the constructs of the position. There are times, however, when I am called upon to work extra hours or on Saturdays and/or Sundays. Examples are sick calls that require me to work a public desk in the evening or on Saturday, to be a visible part of the community (Halloween Drive-Thru, Broadway Street Fair, et al.), or to work on Sunday to ensure that the Library can open, as there are three public service desks that must be staffed. (This has happened three times since October 2022, and will happen two more times by the end of Sunday openings.)

Similarly, the Property Manager must report to work at all hours of the day and night to cover emergency situations. Doing so saves the Library an extraordinary amount of money as Jim can generally handle most problems and there is no need for service technicians to be called.

I propose that in such circumstances, I can award compensatory time to Jim and myself, at a rate of 2.0.

For both sections of this proposal, a comp time balance sheet will be kept that runs parallel to the vacation and sick time accruals already established. Comp time will be used before other time off benefits, will expire at the end of each calendar year, and will have no monetary value.

ⁱ As of January 1, 2023 all newly hired staff members are required to fill holes in Sunday schedules if such vacancies exist. Each person will be trained on each desk to be current with the skills and practices of each department.