



Newport Public Library  
Finance Committee of the Board of Trustees  
March 21, 2024 at 4:00 PM  
300 Spring Street, Newport, Rhode Island 02840

## Agenda

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| 1. Call to order, determination of a quorum  | Merideth Bonvino |
| 2. Additions or amendments to the Agenda     | Merideth Bonvino |
| 3. Minutes of the February Finance Committee | Merideth Bonvino |
| 4. Updates from the CPA                      | Joseph Logue     |
| a. Financial Reports                         |                  |
| 5. BankNewport CDs                           | Joseph Logue     |
| 6. <i>Action item:</i> Adjournment           | Merideth Bonvino |

Next scheduled meeting: April 18, 2024 at 4:00 PM.

Please email [Alexandra Calandro](mailto:Alexandra.Calandro@newportlibrary.org) if you are unable to attend; or call 847 8720, x101.



Newport Public Library  
Board of Trustees Meeting  
March 21 2024, at 4:30 PM  
300 Spring Street, Newport, Rhode Island 02840

## Agenda

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|---|------------------|
| 1. Call to order and determination of a quorum              | Merideth Bonvino |
| 2. Additions or amendments to the Agenda                    | Merideth Bonvino |
| 3. <i>Action item:</i> Minutes of the February 2024 Meeting | Merideth Bonvino |
| 4. Building and Grounds Committee Report (attached)         | James Mass       |
| 5. Friends of the Newport Library Report                    | Pat Heller       |
| 6. Library Director's Report                                | Joseph Logue     |
| 7. New Business   | Joseph Logue     |
| a. Settlement   |                  |
| b. Other staff news   |                  |
| 8. <i>Action item:</i> Executive Session, if needed         | Merideth Bonvino |
| 9. <i>Action item:</i> Adjournment                          | Merideth Bonvino |

Next scheduled meeting: Thursday, April 18, 2024 at 4:30 PM.

Please email [Alexandra Calandro](mailto:alexandra.calandro@newportlibrary.org) if you are unable to attend or call 847 8720, x101.



Minutes of the Finance Committee of the Board of Trustees

February 22, 2024

Newport Public Library

300 Spring Street, Newport, Rhode Island 02840

### **In Attendance**

Board of Trustees: Meredith Bonvino, Kyle Martin, Alan Ridnour.

Also Present: Edwina Sebest (Board of Trustees), Joseph Logue (Library Director), and Alexandra Calandro (Administrative Assistant).

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

Merideth Bonvino called the meeting to order at 4:16 PM and a quorum was determined to be present.

### **Minutes of Previous Meetings**

The agenda was amended to correct some errors in the dates of previous meetings. The minutes were accepted as amended.

### **Finance Committee Updates**

Merideth Bonvino asked Joseph Logue for the status of the work with the Library's CPA of record (Kate Leary). Joe presented budget performance sheets for the current fiscal year, showing that the Library is on track with spending. The CPA has finished the restructuring of the books in light of the bookkeeper's emergency medical leave and is now acting in the full capacity of the contract signed by Kate and Joe in September 2023.

Business being concluded, the motion to adjourn was made at 4:26 PM and passed unanimously.

Respectfully submitted,

Joseph Logue

Library Director

February 23, 2024



Minutes of the Board of Trustees Meeting  
February 22, 2024  
Newport Public Library  
300 Spring Street, Newport, Rhode Island 02840

### **In Attendance**

Board of Trustees: Meredith Bonvino, Kristie Gardiner, Tanner Jackson, Kyle Martin, Charlotte Marshall, Judy McCarthy, Alan Ridnour, Edwina Sebest.

Also Present: Pat Heller, (Friends), Joseph Logue (Library Director), and Alexandra Calandro (Administrative Assistant).

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

Merideth Bonvino called the meeting to order at 4:16 PM and a quorum was determined to be present.

### **Minutes of Previous Meetings**

The agenda was amended to correct some errors in the dates of previous meetings. The minutes were accepted as amended.

### **Finance Committee Report**

Merideth Bonvino relayed the earlier report from Joseph Logue, in re: the status of the work with the Library's CPA of record (Kate Leary). The Library is on track with spending and the CPA is moving forward with bookkeeping procedures and responsibilities. More comprehensive reports will be forthcoming.

### **Friends of the Newport Public Library Report**

Pat Heller presented an update of the Friends book sale. The continued success of the sale ensures helpful funding for Library programs throughout the year.

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

There was a welcome made for Alexandra Calandro who had recently switched from Borrower Services to the Administration Office. Sandy and Catherine were new hires to fill the position left by Alexandra. Jeanne Hasman continues her convalescence, as does Becky Farwick.

### **Announcements**

Alan Ridnour announced that he would not be able to attend the March 21, 2024 meeting. It was decided that another officer would chair the meeting.

Business being concluded, the motion to adjourn was made at 4:47 PM, was seconded, and passed unanimously.

Respectfully submitted,

Joseph Logue  
Library Director

February 23, 2024



## Property Management Monthly Report February 2024

### **Security**

We dealt with a number of minor security issues this month, ranging from continually waking the same people up, to minor vandalism. All issues were handled in house without major disruption.

### **Services**

Encore Fire Protection at the library for quarterly testing of the sprinkler system

Trane Mechanical at the library for service call for leaking circulator pump, an attempt was made to rebuild the pump but it did not work so replacement is necessary, waiting for price quote. The pump is isolated and offline

Coastal Electric was at the library for quarterly testing on the fire alarm system

Hartford Steam Boilers were at the library for the bi annual inspection of the boilers and the hot water heater. The inspector took issue with the expansion tanks on the Patterson Kelly boiler (been inspected twice before with no issue) I am waiting for the official report to see what action is necessary.

Otis Elevator at the library for scheduled PM on the elevator

### **Completed Work**

- Locate and repair leak on the rubber roof over the parking lot entrance
- Repair damages sheet rock and paint caused by the previously mentioned roof leak
- Prep and paint 4 metal doors and casings on the lower level
- Repair the toilet in the children's bathroom
- Clean various carpets in the library
- Replace three ballasts throughout the building
- Replace the weather stripping on the loading dock door
- One snow day and snow removal this month
- Replace the water valve on one of the carpet machines
- Repair loose downspout on the north end of the building
- Repair the lock on the handicap stall door in the men's public restroom
- Replace the in counter soap dispensed in the woman's public restroom
- Replace broken track light in the bookstore
- Meet with Jordan Berman from best practice energy to discuss solar options for the library