

**NEWPORT PUBLIC LIBRARY**  
**Board of Trustees**  
**Meeting Minutes**  
**April 20, 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: Peter Baylor, Gina Brown, Jennifer Booth, Lynn Ceglie, Michael Dawson, Michael Dutton, Girard Galvin, Matthew Leys, Scott Skuncik, Rita Slom, Steve Waluk and Library Director Anne Shepherd.

Excused: Linda Martin, Adrienne Haylor

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 March 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. Peter Baylor seconded the motion. Peter Baylor, Gina Brown, Jennifer Booth, Lynn Ceglie, Michael Dawson, Michael Dutton, Girard Galvin, Matthew Leys, Scott Skuncik, Rita Slom and Steve Waluk voted to approve the motion. There were no votes against. The vote was unanimous. The motion carried.

4. Finance Committee Report:
  - a. Elaine Morgan gave a quick review on the audit. She stated the 990 will be filed on time.

- b. Financial Statements for March 2017:  
The Financial Statements for March 2017 were reviewed. Michael Dutton reported fundraising and utilities are down. Investments are up 7% with expenses up by 1.1%.

5. President's Report:  
Michael Dawson reported several Board members will complete their terms in September 2017 and will leave the Board. He asked the Board to submit names of candidates that they know may be interested in joining the Board of Trustees.

This is Library Director Anne Shepherd's last Board meeting before leaving for another post. On behalf of the Board, he thanked her for a doing a great job while here. He also asked if any Board members would like to join the selection committee to hire a new director.

6. Building and Grounds Report:  
Anne Shepherd reported that the roof issues have been resolved.

7. Financial Development Committee report:  
Rita Slom reported the next event committee meeting will be held at the Rotunda, the site of this year's event.

8. Friends of the Library Report:  
Anne Shepherd reported the Friends book sale begins on April 21<sup>st</sup>. The Friends donated \$5,000 for the renovation of the Newport Room and \$1,250 for children's summer programs.
9. Director's Report:  
Ads have been placed for a new director. Anne Shepherd says she is leaving the library and staff in a good place and the staff is happy. Program attendance and circulation up considerably. Young Adult is seeing a lot of new interest.
10. Old business:  
There was no old business.
11. New business:
  - a. Newport Garden Club presentation:  
Anne Shepherd handed out information packets provided by the Newport Garden Club. The project will begin soon. The walkways should take three weeks to complete.
  - b. Fall Library Operating Hours:  
The library currently operates with two sets of operating hours, winter and summer, each totaling 60 hours per week. Anne Shepherd is requesting one set of hours, year round, still at the required 60 hours per week.  
  
Jennifer Booth made a motion to change the library's operating hours to a year round schedule. Matthew Leys seconded the motion. Peter Baylor, Gina Brown, Jennifer Booth, Lynn Ceglie, Michael Dawson, Michael Dutton, Girard Galvin, Matthew Leys, Scott Skuncik, Rita Slom and Steve Waluk voted to approve the motion. There were no votes against. The vote was unanimous. The motion carried.
12. Adjournment:  
The meeting was adjourned at 5:20 pm.  
The next meeting is scheduled on May 18, 2017.