



Newport Public Library
Board of Trustees
Meeting Minutes
Teleconference Meeting
April 16, 2020

Attendance: Matthew Leys, Stephen Waluk, Michael Dutton, Adrienne Haylor, Jennifer Gee, Adrienne Shaw, Scott Skuncik, Janine Weisman, Robin Skuncik Jones, Joseph Logue, Libran Director, Annette Love, Finance Manager
Excused: Peter Baylor, Kyle Martin
Absent: Brad Carter, Justin McLaughlin

1. Call to order:
President Matthew Leys called the meeting to order at 4:35PM.
2. Amendments to the Agenda:
The agenda was approved as presented.
3. Minutes of the February 2020 meeting:
The minutes were approved as presented.
4. Finance Committee Report:
Michael Dutton reported
Wells Fargo investment down, February -\$41,393 (-4.1%)
March -\$71,439 (-7.7%)
Income down 4.5% mainly in fundraising. Expenses down 12%.
Accounts payable are high, benefits bills and equipment purchase.
Last month the Investment Committee met with Wells Fargo advisors Chris Yalanis and Grey Fater. In the best interest of the library the administration of accounts was transferred to them. Since then investments were reduced from stocks and transferred to bonds to minimize losses during the volatile time.
5. President's Report:
None
6. Building and Grounds Committee Report:
The maintenance department is monitoring the building daily. They continue to disinfect the building. While close they have begun cleaning carpets which would normally be done on overtime.
7. Financials Development Report:
None
8. Friends of the Library Report:
Adrienne Haylor reported that the Bookstore has been closed along with the library, no book donations are being received. The April book sale is canceled they may consider have a book sale during the summer.

9. Library Director's Report and Update:

Joe Logue discussed the following:

Closing and reopening. May 1st seems optimistic. I would find it helpful to state through Friday, May 15th with a reopen date of the 18th. Progress from there: May 29/Jun 1, etc.

The bookkeeper search was interrupted, though the one candidate we spoke to was excellent. I'd like to be in touch with her to ensure availability.

ADP has offered an attractive proposal to assuming payroll functions. Paychex did not.

Instituting curbside on Monday the 20th. We're a bit behind the curve, but the demand has been light. I will be in charge of it to minimize confusion. 150th postponed to October 23rd. How to keep momentum high?

Staff access. Per OLIS & RIDOH, I am allowing 5 staff besides myself to be in the building at any one time. I am here from 7:30-2:00 (-ish) Monday through Friday. We are beginning to work on various projects. I have had direct conversations with everyone who comes in to say that there is no pressure, no gold stars or black marks for coming in or not, and that we are to observe all DOH protocols at all times.

I have been in touch with Kyle at BankNewport to begin the PPP process, part of the \$2.2 TN stimulus plan authorized by Congress and signed by the president.

The governor has dictated that all workplaces must supply masks. Jim bought 2,000 for staff and to help the public.

Staff Development Day will likely be postponed. Discretionary closures will seem hurtful to the Library's image after the coronavirus outbreak.

I believe it will be most prudent to keep the meeting rooms closed for a period after reopening. I have been making ear guards for the hospital.

Department Heads have been charged with thinking about "what will the Library look like?" upon reopening. We will address many new challenges: high unemployment, communally used equipment, etc. Use Rotary Room funds to increase teleconference capabilities, which can become a revenue stream.

10. Old Business:

None

11. New Business:

None

12. Adjournment:

The meeting was adjourned at 5:00PM.