



Newport Public Library
Board of Trustees
Meeting Minutes ~ April 21, 2022
4:30 p.m.

In Attendance

NPL Staff: Joseph Logue, Patti Fetta,

Board: Peter Baylor, Meredith Bonvino, Brad Carter, Kenneth Castiglia, Lynn Ceglie, Jon Davies, Michael Dutton, Andrea Groce (via Zoom), Matthew Leys, Kyle Martin, Scott Skuncik, Edwina Sebest, Adrienne Shaw, Stephen Waluk, Janine Weisman

Absent

Charlotte Marshall

1. Call to Order & Determination of a Quorum

A quorum was determined; meeting was called to order at 4:31 pm.

2. Amendments to Agenda

There was a motion and second to approve the agenda; motion was approved.

3. Minutes of Previous Meeting

A motion and second approved minutes of March 2022 meeting.

4. Finance Committee Report

Michael Dutton reported that balance sheet looks great, especially in comparison to last year, and cash position is very good. Income is down as expected after elimination of late fees; expenses, particularly utilities and maintenance, are down significantly.

5. President's Report

Stephen Waluk stated that information on potential federal direct grant to fund the roof project has been submitted to the City Manager.

6. Building and Grounds Committee Report

Scott Skuncik reported the HVAC project is delayed until early to mid-June.

7. Financial Development Report

Joseph Logue stated that Board members will be encouraged to sell tickets for the September 22nd "150th plus 2" fundraiser. Tickets will be available mid-July; he and fundraising committee are planning for a fun event. The event will be advertised similar to the Annual Appeal and on the radio.

Patti Fetta indicated a spending account for various fundraiser expenses (decorating, i.e.) is needed. Stephen Waluk suggested that a \$5,000 account for expenses for this event be added to the budget.

8. Friends of the Library Report

Jon Davies reported that \$1307 was made in the lobby clearance sale this month.

A wood washer, dryer and ironing board for children's area was purchased to honor George Emerson, a member of the Friends' Board.

9. Library Director's Report

Children's programs during the April school vacation week had very high attendance.

A grant of \$11k was received from the Kiwanis Club; Joe and Children's librarian applied for STEAM programs.

10. Old Business

Joseph Logue distributed charts displaying library usage statistics by user group and time of day over last several months. Due to potential staffing concerns, he would like to close the library at 7pm from July 4th through Labor Day. He hopes to hire 2.5 additional staff persons by that time.

Stephen Waluk suggested that Joe draw up a proposal for summer hours for the Board to review in June.

11. New Business

Janine Weisman asked about the Library's responsibilities as an official "Cooling Center" for the City of Newport during heat emergencies.

Joe proposed a new meeting room policy to replace existing five-page policy. Non-profit community groups may continue to book rooms for no charge, but for-profit groups will be charged for use. He will discuss with department heads and staff, then bring proposal to Board for review at May meeting.

12. Adjournment

A motion to adjourn the meeting was made and seconded; meeting adjourned at 5:05 pm.

Next meeting has moved to May 25, 2022, at 4:30pm.

*Respectfully Submitted,
May 16, 2022
Adrienne Shaw
NPL Board Secretary*