



Newport Public Library
Finance Committee of the Board of Trustees
April 20, 2023 at 4:00 PM

Agenda

1. Call to order, determination of a quorum Ken Castiglia
2. Additions or amendments to the Agenda Ken Castiglia
3. *Action item:* Minutes of the Feb 2023 Finance Committee Ken Castiglia
4. Financial Statements for Feb & Mar 2023 Ken Castiglia
5. New Business: Attached.
 - a. BRI CD Maturation of Apr 26, 2023*
 - b. PCU CD Maturation of May 5, 2023**
 - c. PCU CD #2 Maturation of May 10, 2023***
 - d. BankNewport Meeting
6. *Action item:* Adjournment Ken Castiglia

* Next maturation date is April 30, 2025

** Next maturation date is November 1, 2023 (9 months)

*** Next maturation date is November 6, 2023 (6 months)

Next scheduled meeting: Thursday, May 18, 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
April 20, 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 Feb 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. Architects' Prospectus Allowance | |
| b. Summer Hours (Jul 3-Sep 4, 2023) | |
| c. Daily News Site Visit | |
| 11. <i>Action item:</i> Executive Session, if needed | Brad Carter |
| 12. <i>Action item:</i> Adjournment | Brad Carter |

Next scheduled meeting: Thursday, May 18, 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
Property Management Monthly Report March 2023

Security

We had a couple rather large security issues this month, the first involving a group of five kids in the rear of the library throwing rocks which caused a large thermal pane window to break on the north side of the library. The broken window has been removed and replaced with plywood until the custom window is delivered and installed. The security footage of the incident has been turned over the Newport Police and it is being investigated. I spoke to the detective today (4/5) and was told that he is still working the case and would get back to me soon. I reiterated that we would like to press charges with hopes of recouping the cost of the window replacement.

The other security issue we had was a bit out of the ordinary. A male person called and asked a female employee to read him a part of the bill of rights, as the staff member was reading the man apparently was making noises that were sexual in nature. The employee ended the call and was encouraged to report the incident to the police

Services

- Encore fire Protection was at the library to complete the following contracted work to our sprinkler system, conducted 5-year internal pipe inspection and alarm valve inspection, conducted 5-year hydrostatic test.
- Fury Roofing at the library to repair a leak in the newly installed rubber roof in the machine pit – costs were under warranty.
- Newport Glass at the library to remove the broken window so I could install plywood in the opening.
- South Shore Generator was at the library to install a new gas valve on the emergency generator.

Completed Work

- Rebuild the toilet in the circulation bathroom- new flush valve, rebuilt handle and vacuum breaker
- Replace the vacuum breaker on the middle toilet in the woman's public restroom
- Paint all yellow walls in the bookstore
- Prep all three snow blowers for seasonal storage
- Replace four ballasts in the library
- Repair leaking faucet in the Program Room Kitchen
- Install new cam bolts on the chairs in the periodical section
- Repair the lock on the staff lounge door
- Steam clean carpets in the main vestibule near the parking lot entrance
- Build new 1 inch PVC condensation drains for the new RTU.
- Complete and submit my annual departmental budget
- Replace damaged carpet tiles in the Children's Department
- Prep and paint the doors to the staff bathroom on the lower level
- Replace GFI outlet in the staff lounge
- Begin garden bed prep for the season
- Replace the lock on the drive up bookdrop