



Newport Public Library  
Finance Committee of the Board of Trustees  
April 18, 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 March Finance Committee                         | Merideth Bonvino |
| 4. Financials (attached to email; please request printed reports) | Merideth Bonvino |
| 5. Investment Strategy  | Joseph Logue     |
| 6. <i>Action item:</i> Adjournment                                | Merideth Bonvino |

Next scheduled meeting: May 16, 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  
April 18, 2024, at 4:00 PM  
300 Spring Street  
Newport, Rhode Island 02840

## Agenda

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|--|------------------|
| 1. Call to order and determination of a quorum                 | Alan Ridnour     |
| 2. Additions or amendments to the Agenda                       | Alan Ridnour     |
| 3. <i>Action item:</i> Minutes of the March Trustees meeting   | Alan Ridnour     |
| 4. Financial Committee Report                                  | Merideth Bonvino |
| 5. President's Report  | Alan Ridnour     |
| 6. Building and Grounds Committee Report (attached)            | James Mass       |
| 7. Friends of the Newport Library Report                       | Pat Heller       |
| 8. Library Director's Report                                   | Joseph Logue     |
| 9. New Business  | Joseph Logue     |
| 10. <i>Action item:</i> Executive Session (Report distributed) | Alan Ridnour     |
| a. Individual voice vote to convene                            |                  |
| b. Report  |                  |
| c. Individual voice vote to exit                               |                  |
| 11. <i>Action item:</i> Sealing Executive Session Minutes      | Alan Ridnour     |

a. Motion, second, vote

12. *Action item:* Adjournment

Alan Ridnour

Next scheduled meeting: Thursday, May 16, 2024 at 4:30 PM.

Please email [Alexandra Calandro](#) if you are unable to attend or call 847 8720, x101.

<b>To go into Executive Session</b>	<b>Aye</b>	<b>Nay</b>
Baylor		
Bonvino		
Gardiner		
Jackson		
Marshall		
Martin		
McCarthy		
Ridnour		
Sebest		
Shaw		
<b>To exit Executive Session</b>	<b>Aye</b>	<b>Nay</b>
Baylor		
Bonvino		
Gardiner		
Jackson		
Marshall		
Martin		
McCarthy		
Ridnour		
Sebest		
Shaw		
<b>To seal Executive Session Minutes</b>	<b>Aye</b>	<b>Nay</b>
Baylor		
Bonvino		
Gardiner		
Jackson		
Marshall		
Martin		
McCarthy		
Ridnour		
Sebest		
Shaw		



Minutes of the Finance Committee of the Board of Trustees  
March 21, 2024  
Newport Public Library  
300 Spring Street, Newport, Rhode Island 02840

**In Attendance**

Board of Trustees: Meridith Bonvino

Excused: Kyle Martin, Alan Ridnour

Also Present: Peter Baylor, Kristie Gardiner, Tanner Jackson, Judy McCarthy, Edwina Sebest, Adrienne Shaw (Board of Trustees), Pat Heller (Friends of the Newport Public Library), Joseph Logue (Library Director), and Alexandra Calandro (Administrative Assistant).

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

Merideth Bonvino called the meeting to order at 4:15 PM and it was determined that a quorum was not present.

**Minutes of Previous Meetings**

There being no quorum, the Minutes of the February 22, 2024 were not voted upon and were tabled until the April meeting of the Finance Committee of the Board of Trustees.

**Finance Committee Updates**

Merideth Bonvino asked Joseph Logue for the status of the work with the Library's CPA of record (Kate Leary).

Joseph Logue brought letters from BankNewport addressing the maturation of two Certificates of Deposit (CDs). Both were maturing before the next Board meeting. There being no quorum present, Merideth suggested moving any recommendation and course of action be moved to the full Board.

Business being concluded, Merideth adjourned the meeting at 4:28 PM.

Respectfully submitted,

Joseph Logue  
Library Director  
March 29, 2024



Minutes of the Board of Trustees Meeting  
March 21, 2024  
Newport Public Library  
300 Spring Street, Newport, Rhode Island 02840

**In Attendance**

*NPL Staff:* Joseph Logue, Alexandra Calandro

*Board:* Peter Baylor, Merideth Bonvino, Kristie Gardiner, Pat Heller, Tanner Jackson, Judy McCarthy, Edwina Sebest, Adrienne Shaw

**Absent**

Charlotte Marshall, Kyle Martin, Alan Ridnour

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

A quorum was determined; meeting was called to order at 4:30pm.

**Approval of Agenda**

A motion was made and seconded to approve the agenda.

**Minutes of Previous Meetings**

A motion was made and seconded to approve minutes of the February 2024 meeting.

**Finance Committee Report**

Merideth reported that the Library has a sizable 11-month Certificate of Deposit with Bank Newport that is coming due soon. It can be rolled over or cashed in to supply funds for a current need - as an example, the establishment of a second branch. A motion was made to roll over the CD; it was tabled by unanimous vote after Tanner Jackson suggested waiting to make the decision at the next Board meeting in April.

**President's Report**

None.

**Building and Grounds Committee Report**

The Board was referred to Jim Maas's monthly report distributed with the Board meeting materials in advance of the meeting.

Discussion followed about possibility of installing rooftop solar panels to save on energy costs once Library roof is repaired or replaced. Joe stated that Dave Carlin, the Library's City Council liaison, has agreed to be "point person" and lead the funding effort with the Council.

**Financial Development Report**

None.

### **Friends of the Library Report**

Pat Heller reported that there are now 44 members of the Friends organization.

The \$1 book sale generated \$ 1,957.

The Friends presented Joe a check for \$3500 to be used for the 2024 summer reading program.

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

Joe reported that Cathy Gould, head children's librarian, presented the 2024 summer reading program and it will be 'amazing'. He thanked the Friends for their contribution of the \$3500 to fund the effort; it is even more than the amount requested.

The Library has a good supply of solar eclipse glasses for the April 8<sup>th</sup> eclipse. These will be made available for free to patrons beginning April 2<sup>nd</sup>.

OLIS will be providing a grant to fund podcast equipment that can be used collaboratively by high school students from different schools.

Per Joe's recent discussion, details continue to be worked out but settlement of the lawsuit is moving to a swift conclusion.

The office assistant Jeanne Hasman, who has been out on medical leave, is not able to return and has resigned. This position will need to be filled.

Kristie Gardiner recommended that a building committee for the potential new branch project be formed and meet before further discussions with current owner of the Newport Daily News building.

### **Adjournment**

A motion to adjourn the meeting was made and seconded; meeting was adjourned at 4:50 pm.

*Next meeting will be held on Thursday, May 16th, 2024, at 4:30pm.*

*Respectfully Submitted,*

*April 10<sup>th</sup>, 2024*

*Adrienne Shaw*

*Secretary to the Board*



Property Manager's Report  
March 2024

**Security**

All security issues this month were minor and all handled in house without disruption.

**Services**

Trane Mechanical was at the library to install a new circulator pump in the #2 Hydro-therm boiler  
Securitas Security Systems was at the library to install a new back up battery in the security control panel  
Trane Mechanical was at the library to replace the control module on the Patterson Kelly boiler

**Completed Work**

- Completely freshen up the Children's Program Room, Paint walls and trim, strip and refinish tile floor and steam clean all carpeted surfaces
- Rebuild the toilet in the lower level Men's staff restroom, new flush diaphragm, vacuum breaker, handle assembly, and o rings
- Locate and repair a minor leak in the rubber roofing
- Replace 3 ballasts in the library
- Paint baseboards in various areas throughout the building
- Begin seasonal grounds work
- Winterize and store all 3 snow blowers for the season
- Repair leaking sink in the children's bathroom
- Install new weather stripping around the door in the mechanical pit on the roof
- Replace the pleated pre filters in the RTU (roof top unit)
- Repair the lock cylinder on the entrance door to the mechanical room on the roof
- Clean high traffic area carpets
- Replace worn and stained carpet tiles in the Young adult area
- Replace broken GFI outlet in the staff lounge
- Repair 2 broken chairs in the Program Room
- Repair the emergency alarm on the exit door near the periodicals
- Perform fire safety training for 2 employees (Tommy and Sandy)