



NEWPORT PUBLIC LIBRARY

Board of Trustees

Meeting Minutes

May 17, 2018

1. Call to order: President Robin Skuncik-Jones called the meeting to order at 4:32 p.m. in the Rotary Room of the Newport Public Library.

Attendance: Robin Skuncik-Jones, Michael Dawson, Michael Dutton, Sandra Pattie, Gina Brown, Peter Baylor, Rita Slom, Adrienne Haylor, Linda Martin, Matthew Leys, Steve Waluk, Joe Logue, *Library Director*

Excused: Scott Skuncik

Absent: Lynn Ceglie, Angel Gonzalez

2. Amendments to the Agenda:

The agenda was approved as presented.

3. Minutes of the April 2018 meeting:

The minutes were approved as presented.

4. Finance Report:

The Finance Committee met with Financial Advisors from Wells Fargo to review the accounts and fiduciary processes. They recommended the development of an Investment Subcommittee to establish financial goals and spending policies.

The Wells Fargo Investment Accounts are up 0.3%. Utilities are under budget.

5. President's Report:

Robin reviewed the recommendations made by the Wells Fargo Financial Advisors and asked the Board members to consider serving on the Investment Subcommittee.

6. Building & Grounds Report:

Jim's report was passed around to Board members.

7. Financial Development:

There will be a table set in the lobby off the parking lot beginning June 4th for Novel Evening ticket sales. The committee is looking for volunteers to sell tickets.

8. Friends of the Library Report:

The Friends Annual Meeting will be held on Thursday, June 14. All Board members are welcome to attend. At the meeting, the Friends will elect a new slate of officers and discuss the financial reports. The Friends will also raffle off their 4 sponsor tickets to the Novel Evening event.



9. Library Director Report:

The bound old newspapers that are kept on selves in the back workroom area will be disposed of. They are getting moldy and becoming a health hazard for staff. All the newspapers have already been transposed onto microfilm.

The Library is looking into the construction of private study rooms as inquiries about them have increased.

A welcome desk has been ordered and will be placed in the upstairs lobby after event committee has finished selling tickets. The welcome desk will start with minimal services/amenities but will grow as needed.

Joe Logue continues to have meetings with vanBeuren, the Florence Gray Center, and members of the housing committee about opening a branch of the library and what would be needed to make it happen.

8. Old Business:

The Purchasing Policy was postponed to the June meeting. The budget was submitted to the city for the next fiscal year.

The Library is working on enhancing its collection and converting cataloguing from Library of Congress to the Dewey Decimal System. Circulation is increased and we are working to grow the collection after a large weeding project.

The Board voted to approve the Budget for the 2018/2019 Fiscal Year with no objections or abstentions.

9. Adjournment:

The meeting was adjourned at 4:52 pm.

The next meeting is scheduled on June 21, 2018.