



Newport Public Library  
Board of Trustees  
Meeting Minutes ~ May 25, 2022

**In Attendance**

*NPL Staff:* Joseph Logue, Patti Fetta

*Board:* Meredith Buonvino, Brad Carter, Kenneth Castiglia, Jon Davies, Michael Dutton, Andrea Groce, Charlotte Marshall, Edwina Sebest, Adrienne Shaw, Stephen Waluk, Janine Weisman

**Absent**

Peter Baylor, Lynn Ceglie, Matthew Leys, Kyle Martin, Scott Skuncik

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

A quorum was determined; meeting was called to order at 4:32pm.

**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 April 2022 meeting.

**4. Finance Committee Report**

Michael Dutton reported a tough month for Wells Fargo account, value is down due to the market. Regarding Profit & Loss, income is down somewhat, due to fundraising that did not happen. Property and Utilities expense is doing very well compared to budget. The Library is in a good position financially and cash position is also good.

**5. President's Report**

Steve thanked all present for being in attendance.

**6. Building and Grounds Committee Report**

Patti Fetta distributed Scott Skuncik's HVAC replacement project installation schedule. Joseph Logue stated that the heavy equipment will arrive next week; May 31<sup>st</sup> & June 1-2<sup>nd</sup> it will occupy about half the parking lot. From June 1 – 15<sup>th</sup> the parking lot entrance may not be usable, and there will be noise and no HVAC (air conditioning) for staff and patrons.

**7. Financial Development Report**

Joseph Logue reported that meetings for September fundraiser are going well and will move to weekly. A letter will be going out to inform patrons and community and encourage attendance; Board members are encouraged to sell tickets. Joseph Logue shared the Newport Polo season publication that has an advertisement for the event.

**8. Friends of the Library Report**

Jon Davies reported that since all patrons will have to use the lobby entrance during the HVAC project, they will be having a pop-up sale to take advantage of the situation.

**9. Library Director's Report**

Joseph Logue reported that the library is doing very well overall. Good feedback has been received regarding elimination of fines, and missing materials are coming back in.

The full-time open position in collection management has been filled. Two part-time positions (one for reference; one for young adult) remain open.

Based on results of 'Library attendance by hours' survey he presented last month, Joseph Logue proposed that the Library amend its hours to close at 7 pm, not 8:30 pm, from July 5<sup>th</sup> to the Friday of Labor Day weekend, September 2<sup>nd</sup>, 2022.

There was a motion to approve; motion was seconded and approved. Janine Weisman opposed the motion.

Patti distributed a draft of the revised meeting room policy; current policy was written in 2018.

A motion was made to approve the new policy and was seconded unanimously; the motion carried.

**10. Old Business**

No report.

**11. New Business**

No Report.

**12. Adjournment**

A motion to adjourn the meeting was made and seconded; meeting adjourned at 4:58pm.

***Next meeting will be on June 16, 2022, at 4:30pm.***

*Respectfully Submitted,*

*June 14, 2022*

*Adrienne Shaw, Board Secretary*