



NEWPORT PUBLIC LIBRARY
BOARD OF TRUSTEES FINANCE COMMITTEE MEETING MINUTES

Date of Meeting: May 18, 2023

Present: M. Bonvino, B. Carter (President), K. Castiglia (Treasurer), E. Sebest (Vice President)

Excused: K. Martin

Also present: P. Fetta & J. Logue, *ex officio*

A quorum being present, Mr. Logue called the meeting to order at 4:05 PM; the agendas were amended to show the correct dates of the next meeting (June 15, 2023).

The motion to accept the minutes of the April Finance Committee meeting was made by Ms Sebest, seconded by Ms Bonvino, and accepted unanimously.

Mr. Castiglia reported on the Financial Statements up through April 30, 2023. The Wells Fargo accounts have shown fluctuations, reflecting the volatility of the markets, though the accounts are well-managed nevertheless.

Mr. Castiglia further noted that payroll is below budget. Consequent to this, it was decided that the Personnel Committee should meet to discuss addressing this situation. Mr. Logue noted that this did not reflect understaffing, but the hiring of many entry-level staff members.

Overall, Mr. Castiglia noted, that the trend is towards breaking even by the end of the fiscal year (i.e., June 30, 2023).

Business being concluded, Mr. Logue asked for a motion to adjourn. Ms Sebest made the motion and Ms Bonvino seconded; the motion passed unanimously. The meeting was adjourned at 4:22 PM.

Next meeting will be on Thursday, June 15, 2023, at 4:00pm.

Respectfully Submitted,
June 9, 2023

Joseph Logue
Library Director



NEWPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

Date of Meeting: May 18, 2023

***Newport Public Library
Board of Trustees
Monthly Meeting – June 15, 2023***

In Attendance

NPL Staff: Ann Amaral, Erin Shaw

Board: Meredith Bonvino, Brad Carter, Kenneth Castiglia, Andrea Groce, Pat Heller, Tanner Jackson, Charlotte Marshall, Kyle Martin, Alan Ridnour, Edwina Sebest, Adrienne Shaw

Absent

Dave Carlin, Joseph Logue

Call to Order & Determination of a Quorum

A quorum was determined; meeting was called to order at 4:33pm.

Amendments to Agenda

A motion was made and seconded to approve the agenda.

Minutes of Previous Meeting

A motion was made and seconded to approve minutes of May meeting.

Finance Committee Report

A motion and second were made to approve minutes of the prior month's Finance Committee Report as included with the Board meeting materials.

This month's Financial Committee meeting was cancelled due to Joe Logue's absence.

President's Report

Brad Carter welcomed Pat Heller to the Board; Pat then introduced herself. Pat will be reporting on The Friends of NPL activity at each monthly Board meeting, replacing Jon Davies who has moved.

Building and Grounds Committee Report

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

Financial Development Report

Charlotte Marshall reported that a tentative date of October 21, 2023, has been set for a 'child-centric' public relations event at the library. Though not the primary focus, there will be festive raffles, for example, to raise money. Charlotte and Joe have discussed having a major fundraising event every two years, alternating with a children's event.

Friends of the Library Report

Pat Heller reported that approximately 1000 rack cards promoting the bookstore have been distributed and more are being printed.

From June 25 through July 5, 2023, there will be a children's pop-up sale with books at 50 cents each.

The regular summer book sale will be held from August 15 through August 23, 2023.

Bookstore sales have increased from last year; ads in Newport This Week and use of social media are credited. In addition, a \$250 donation from the Newport Education Foundation was received.

During the first week of NPL's Summer Reading Programs, children received a free book and adults were entered into a drawing for a prize.

The bookstore continues to maintain a small offering of books at the Newport Maritime Center at the Ann Street pier.

A group of creative volunteers continues to add subjects to the bookstore, resulting in more sales.

Library Director's Report

No report.

Old Business

None.

New Business

None.

Adjournment

A motion to adjourn the meeting was made and seconded; meeting was adjourned at 4:46pm.

Next meeting will be on Thursday, July 20th, 2023, at 4:30pm.

Respectfully Submitted,

July 10th, 2023

Adrienne Shaw

Secretary to the Board

Approved unanimously June 15, 2023