



Newport Public Library
Finance Committee of the Board of Trustees
May 16, 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 April Finance Committee | Merideth Bonvino |
| 4. Financials (attached to email; please request printed reports) | Merideth Bonvino |
| 5. Bank Account Consolidation (refer to document) | Joseph Logue |
| 6. <i>Action item:</i> Adjournment | Merideth Bonvino |

Next scheduled meeting: June 20, 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
May 16, 2024, at 4:00 PM
300 Spring Street
Newport, Rhode Island 02840

Agenda

- | | |
|--|------------------|
| 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 April 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 |
| a. Pay Scales Report | |
| 10. <i>Action item:</i> Adjournment | Alan Ridnour |

Next scheduled meeting: Thursday, June 20, 2024 at 4:30 PM.

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



Minutes of the Finance Committee of the Board of Trustees
April 18, 2024
Newport Public Library
300 Spring Street, Newport, Rhode Island 02840

In Attendance

Board of Trustees: Peter Baylor, Merideth Bonvino, Alan Ridnour
Excused: Kyle Martin

Call to Order & Determination of a Quorum

Merideth Bonvino called the meeting to order at 4:02 PM and it was determined that a quorum was present.

Minutes of Previous Meetings

The minutes of the Finance Committee meeting of March 21, 2024 were approved unanimously.

Finance Committee Updates

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

Budget performance worksheets and the Profit & Loss statements were delivered to the Finance Committee via email.

A discussion was held regarding the many accounts across many institutions that the Library held. Joseph Logue stated that he would prepare a list of all accounts and their purpose to the Finance Committee.

Business being concluded, Merideth adjourned the meeting at 4:23 PM.

Respectfully submitted,

Joseph Logue
Library Director
May 9, 2024



Minutes of the Board of Trustees Meeting
April 18, 2024
Newport Public Library
300 Spring Street, Newport, Rhode Island 02840

In Attendance

NPL Staff: Joseph Logue

NPL Board: Peter Baylor, Merideth Bonvino, Kristie Gardiner, Pat Heller, Tanner Jackson, Charlotte Marshall, Judy McCarthy, Alan Ridnour, Edwina Sebest, Adrienne Shaw

Absent

Kyle Martin

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 March 2024 meeting.

Finance Committee Report

Merideth submitted the monthly financial reports – Library Balance sheet and Income statement - that were reviewed at the just prior Finance Committee meeting. She proposed consolidating the Library's duplicate accounts.

President's Report

Alan indicated that Joe will cover the pertinent topics in his report.

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. Joe confirmed with the Board that the paper report was acceptable.

Kristie asked if there was any news about the roof repair/replacement project. Joe stated it is on the City's list of projects to be completed; Dave Carlin, the Library's City Council liaison, has agreed to lead the effort with the Council. Kristie asked if an estimate of the cost of the project could be provided as information for the Board.

Financial Development Report

None.

Friends of the Library Report

Pat Heller reported that the first day of the Friends' Bookstore spring sale brought in \$500.

There is a Book Nook at City Maritime Center on Thames Street where visiting sailors can purchase a book from the Bookstore.

The Friends sponsored the concert the prior weekend at NPL. They were pleased that about 70 people attended.

The next donation will be Museum Passes, kept at the Circulation desk for use by Library patrons.

Library Director's Report

Joe was very pleased to report that long-time Library employee Kelly McKenna has been selected as the Rhode Island Library Association (RILA) Paraprofessional of the Year. He asked that the Trustees stop at the Circulation Desk to congratulate Kelly. The Library staff will have a gathering for him and he will be honored with a citation from the City at a May Newport City Council meeting. In addition, Kelly and Joe will attend RILA's annual dinner meeting in Providence at the end of May.

Joe commented that the Public Library Association national conference in Columbus, Ohio, was excellent and well worth attending. He will be headed to the American Library Association conference in June.

The Library received some funds from its first year of participation in the '401 Gives' program. Joe will work to better publicize the Library's participation next year to increase donations.

Old Business

Joe has received no further response from the current owner of the *Newport Daily News* site as to his last inquiry about using the building for an NPL branch. Joe believes NPL should start looking elsewhere in the North End for an appropriate site.

New Business

Sunday, May 5, 2024 will be the last open Sunday for the Library until the fall.

Executive Session

Alan requested an individual voice vote to convene an Executive Session.

Vote recorded as follows:

Ayes: Baylor, Bonvino, Gardiner, Jackson, Marshall, Martin, McCarthy, Ridnour, Sebest, Shaw.

Nays: None.

Executive Session was convened.

Joe disclosed the details of the agreement to settle the pending lawsuit. With pending acceptance of final detail by opposing counsel, the suit is settled.

Alan requested a motion to exit the Executive Session. Motion was seconded and passed.

Alan requested a motion to seal Minutes of the Executive Session. Motion was seconded and passed. Minutes are sealed.

Joe informed the Board of NPL's legal counsel Tim Cavazza's advisement:

For the public record, if a Trustee is asked about the lawsuit, the following response is appropriate:

"The matter has been confidentially resolved to the satisfaction of both parties."

Adjournment

A motion to adjourn the meeting was made and seconded; meeting was adjourned at 5:07pm.

Next meeting will be held on Thursday, June 20th, 2024, at 4:30pm.

Respectfully Submitted,

May 10th, 2024

Adrienne Shaw

Secretary to the Board



Property Management Monthly Report

April 2024

Security

There were no major security issues this month, just the normal nuisance issues that were handled in house without any issues

Services

Otis Elevator was at the library to replace a door closer that was causing the elevator to fail

South Shore Generator was at the library for contracted PM on the generator

Coastal Electric was at the library for quarterly inspection of the fire alarms

Trane Mechanical was at the library for scheduled PM

Trane Mechanical at the library to replace a circulator pump on the #2 Hydrothermal boiler

Furey Roofing at the library for repair on rubber roof still under warrantee

Completed Work

- Prep all garden beds and grounds for mulch
- Re seat 2 of the clearstory windows on the perimeter of the building that shifted over time
- Seasonal prep and maintenance to the pressure washer
- Pressure wash Spring Street entrance, all stucco, stone work, curbs and walk ways
- Remove 2 dead climbing hydrangeas and 1 dead rose bush and prep area for replacement
- Replace the hot water valve stem in the circulation bathroom faucet
- Build 15 new sign holders for the friend's bookstore
- Repair handle on the loading dock entry door
- Replace 3 ballasts throughout the library
- Replace carburetor on the Honda lawn mower
- Repair the hinge on the swinging door attached to the Children's desk
- Replace pre filters in the RTU
- Replace all filters and belts on all 5 vacuum cleaners
- Cut and replace new ply wood shelf to replace a caved in shelving unit in the garage

- Re secure gutter guard on west side of the building

Respectfully submitted,

James Mass
Property Manager
May 9, 2024