

*NEWPORT PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
June 15, 2017*

1. Call to order: President Michael Dawson called the meeting to order at 4:37 p.m. in the Rotary Board Room of the Newport Public Library.

Attendance: Michael Dawson , Michael Dutton, Gina Brown, Jennifer Booth, Lynn Ceglie, Girard Galvin, Matthew Leys, Scott Skuncik, Rita Slom, Linda Martin, Adrienne Haylor – Friends, Interim Library Director Anne Amaral and Annette Love Finance Manager.

Excused: Peter Baylor

2. Amendment to the agenda:
There were no changes or additions to the agenda.
3. Secretary's Report:
Linda Martin asked for changes or additions to the May 2017 Board of Trustees meeting minutes. Hearing none, he asked for a motion to approve the minutes as presented.
Rita Slom made a motion to accept the minutes as presented, Gerard Galvin seconded the motion. The vote was unanimous to accept the minutes; there were no votes against, the motion carried. Several new board members were discussed and would be appointed in September.
4. Finance Committee Report:
Michael Dutton reviewed the Financial Statements for May 2017 overall expenses are down, library income is up 3.8%. Wells Fargo Investments up 1.5%.
5. President's Report:
Michael Dawson reported - The Library Director Search Committee along with four staff members conducted interviews for a new Library Director on June 3rd, two candidates were interviewed and Joseph Logue was selected and has accepted the positions. After reviewing many applications and conducting phone interviews with three candidates, with one candidate withdrawing and after interviewing the two remaining candidates the committee and staff unanimously agreed on the selection of Mr. Logue, he would begin on July 10th. He thanked all involved in the search process.
6. Building and Grounds Report:
Scott Skuncik reported that work on the new security camera system is complete.
A service call for the elevator resulted in the replacement of a defective door sensor.
Samples of roof singles have been collected and sent to the manufacture in an attempt to support a claim on the warranty of the product. Work continues in the Newport Room everything should be Completed in July.

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7. Financial Development Committee report:
Rita Slom reported tickets sales and donations for the June 25th event are up. Many great auctions items have been donated by the community. 50/50 raffle tickets are being sold daily in the library lobby. She encouraged all board members to attend the event.

8. Friends of the Library Report: Adrienne Haylor reported – Volunteers needed to work in the bookstore, anyone interested could email her at friendsnpl8@gmail.com.
In the past year, the Friends donated a total of \$31,750 to the library, plus additional funds for Chamber Membership and Job Fair. In the past 39 years, the Friends have donated \$700,100 in total.

9. Director's Report:
Interim Library Director Ann Amaral reported - Summer reading program in progress, plans have begun for Adult Fall Reading Programs.

10. Old business:

11. New business:
Linda Martin; Three Board Members leaving in September, Michael Dawson, Jennifer Booth, and Girard Galvin. She asked current Board Member to submit names of new potential Board Members. Robin Skuncik Jones who has served as both a past Treasurer and President would be interested in joining the board again.

12. Adjournment:
The meeting was adjourned at 5:00 pm.
The next meeting is scheduled on July 20th, 2017.

Property Management Monthly Report June 2017

As you may know, this past April we began the process of filling a warrantee claim to get some sort of compensation for cracking and splitting shingles on the library's roof. After much back and forth with GAF, the shingle manufacture, that included endless samples, documents, and inspections, they gave the library a prorated offer of 9,760.00 dollars. Accepting this offer means, we could not submit another claim for the same issue in the future. Refusing it would require an attorney to challenge the offer in court. This is a large sum of money, but considering the size of the roof and the cost of repair, it truly would not go that far. I reached out to Mike Dawson for guidance on whether to accept or not, and after a few conversations about the roof, and considering the age of the roof along with the possible cost of litigation with no guarantee of return, he advised me to accept the offer. I did just that and the library has received the check from GAF. This money will be earmarked for future roof repairs going forward.

Services

Trane Mechanical at the library for problem with the Variable Fan Drive on the Air Handler

Guaranteed Router at the library for a clog in the main line

Simplex at the library for annual inspection on the fire extinguishers

Rene and sons at the library for carpet replacement in the Newport Room

Door Control was at the library 4 different times for reoccurring problem with the Spring Street doors, problem was solved when they replaced the main control board

Over Head Door at the Library for damaged garage door

Security

We did have a couple of minor issues this month, one was an intoxicated patron and the other was an unruly teen. Both were removed from the building by security staff

Completed Work

Replace 7 ballasts throughout the building

Remove all shelving from the Newport room and paint and repair walls

Repair laminate on a desk in the circ workroom

Install new "letter signage" in the Children's department

Repair broken faucet in the Men's public restroom

Repair damaged walls in the staircase behind reference

Replace 1160 4-foot florescent T8 bulbs with LED lights that draw half the power, this make the library about 65% LED. The project will continue when the next wave of incentives are issued by National Grid

Seasonal exterior maintenance is ongoing this time of year

Remove bike rack and patch cement where the new paths in the park meet the library entrance

Interview 5 people for the vacated part time custodial position

Replace baseboards in the playhouses in the children's department

Replace the packing in the exterior water spicket on the parking lot side

Newport Public Library
 Profit & Loss Budget Performance
 June 2017

	Jun 17	Budget	\$ Over Budget	% of Budget	Jul '16 - Jun 17	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Income									
400-0 · INCOME	155,827.22	155,034.25	792.97	100.51%	1,867,966.20	1,860,411.00	7,555.20	100.41%	1,860,411.00
402-0 · STATE OF RI AID	34,794.91	34,794.92	-0.01	100.0%	417,538.93	417,539.00	-0.07	100.0%	417,539.00
410-0 · FUNDRAISING	36,505.03	4,583.33	31,921.70	796.47%	48,720.52	55,000.00	-6,279.48	88.58%	55,000.00
412-0 · GIFTS, DONATIONS ETC.	2,652.91	333.33	2,319.58	795.88%	37,719.71	29,000.00	8,719.71	130.07%	29,000.00
415-0 · GRANTS	0.00	0.00	0.00	0.0%	10,559.00	10,250.00	309.00	103.02%	10,250.00
446-0 · INTEREST INCOME	108.19	458.33	-350.14	23.61%	1,251.97	5,500.00	-4,248.03	22.76%	5,500.00
447-0 · OTHER INCOME	189.58	541.67	-352.09	35.0%	4,146.48	6,500.00	-2,353.52	63.79%	6,500.00
448-0 · COPIER/PRINTING INCOME	1,107.38	750.00	357.38	147.65%	6,792.48	9,000.00	-2,207.52	75.47%	9,000.00
Total Income	231,185.22	196,495.83	34,689.39	19.99	2,394,695.29	2,393,200.00	1,495.29	100%	2,393,200.00
Expense									
800-0 · SALARIES	86,612.64	97,905.91	-11,293.27	88.47%	1,143,502.44	1,195,199.00	-51,696.56	95.68%	1,195,199.00
900-0 · BENEFITS	31,962.85	33,935.92	-1,973.07	94.19%	403,831.22	421,666.25	-17,835.03	95.77%	421,666.25
1000-0 · PROFESSIONAL DEVELOPMENT	651.85	1,401.56	-749.71	46.51%	8,633.12	16,825.75	-8,192.63	51.31%	16,825.75
1100-0 · PROF SERVICES-MGMT EXPENSES	16,739.49	16,567.88	171.61	101.04%	99,223.25	111,579.00	-12,355.75	88.93%	111,579.00
1200-0 · OPERATIONS-MAINTENANCE, ETC.	56,173.81	58,137.44	-1,963.63	96.62%	342,668.25	390,095.00	-47,426.75	87.84%	390,095.00
1400-00 · LIBRARY MATERIALS	20,010.50	72,902.92	-52,892.42	27.45%	235,631.75	257,835.00	-22,203.25	91.39%	257,835.00
Total Expense	212,151.14	280,851.63	-68,700.49	4.54	2,233,490.03	2,393,200.00	-159,709.97	93%	2,393,200.00
Net Income	19,034.08	-84,355.80	103,389.88	-22.56%	161,205.26	0.00	161,205.26		0.00
NET OPERATING INCOME									
									\$161,205.26
* 450-0 · INVESTMENT INCOME WELLS FARGO *									
450-1 · INVESTMENT INCOME/CAPITAL GAIN	1,241.81				51,194.25				
450-2 · CHINESE ROOM INVESTMENT INCOME	0.00				3,351.36				
450-3 · HEALTH INSURANCE RESERVE FUND	25,386.07				46,506.18				
450-4 · AUTHORS SPEAKERS FUND	28.07				1,229.80				
450-5 · WERNER FUNDS	168.21				2,699.43				
Total 450-0 · INVESTMENT INCOME WELLS FARGO *	26,824.16				104,981.02				
* 451-0 · BLDG FUND INTEREST-BNK NPT *									
451-0 · BLDG FUND INTEREST-BNK NPT * - Other	0.00				531.82				
Total 451-0 · BLDG FUND INTEREST-BNK NPT *	0.00				531.82				
* 456-0 · CHINESE ROOM FUNDS	0.00				525.00				
* 500-0 · *GRANT-CIP-OTHER INCOME									
* 501-0 · CHAMPLIN GRANTS*RESTRICTED	0.00				26.05				
* 503-0 · STATE OF RIPKING LOT REIMBURSE	0.00				24,182.00				
Total 500-0 · *GRANT-CIP-OTHER INCOME	0.00				24,208.05				

Newport Public Library
 Profit & Loss Budget Performance
 June 2017

	Jun 17	Budget	\$ Over Budget	% of Budget	Jul '16 - Jun 17	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
<u>2000-0 - OTHER EXPENSES</u>									
* 2003-0 - DEPRECIATION EXPENSE	29,450.00								-353,400.00
Total 2000-0 - OTHER EXPENSES	29,450.00								-353,400.00
<u>* 5000-0 - GRANT- OTHER EXPENSE</u>									
5000-1 - CHAMPLIN FUNDS - LAB EXPENSES	0.00								-4,278.28
5000-2 - BUILDING REPAIR & EXP-CIP FUNDS	0.00								0.00
5000-9 - CHAMPLIN" YOUNG ADULT"GRANT	0.00								12.86
Total 5000-0 - GRANT- OTHER EXPENSE	0.00								-4,265.42
<u>* 6000-0 - RENOVATIONS</u>									
6000-1 - RENOVATIONS-CHILDRENS	0.00								-43,858.79
6000-11 - RENOVATIONS-STRIDE ROOM	0.00								-3,330.59
6000-12 - RENOVATIONS ROTARY ROOM	-900.00								-10,985.34
6000-2 - LOBBY-ADMIN OFFICE-ETC	0.00								-2,113.60
6000-3 - RENOVATIONS - NEWPORT ROOM	0.00								-19,503.50
6000-33 - RENOVATIONS - LOBBY ETC	0.00								-17,164.55
6000-44 - RENOVATIONS & EQUIP CIRCULATION	0.00								-294.99
6000-6 - RENOVATIONS/EQUIPMENT	0.00								-17,392.60
6000-7 - RENOVATIONS REFERENCE DEPT	0.00								-41,439.37
6000-9 - RENOVATIONS - YOUNG ADULT	0.00								-4,171.14
6000-0 - RENOVATIONS - Other	0.00								0.00
Total 6000-0 - RENOVATIONS	-900.00								-160,254.47
<u>* 6001-0 - BOND-LOWER LEVEL RENOVATIONS</u>									
6000-4 - RENOVATIONS - LOWER LEVEL ***	0.00								15,174.13
Total 6001-0 - BOND-LOWER LEVEL RENOVATIONS	0.00								15,174.13
<u>* 552-0 - NEWPORT ROOM/CHINESE</u>									
652-1 - NEWPORT ROOM/CHINESE RM EXP	156.00								-32,518.88
Total 652-0 - NEWPORT ROOM/CHINESE	156.00								-32,518.88
* 66900 - Reconciliation Discrepancies	0.00								-0.03

NET INCOME

-\$243,813.52

*Newport Public Library
Profit & Loss Previous Year Comparison
June 2017*

	Jun 17	Jun 16	\$ Change	% Change
<u>Income</u>				
400-0 - INCOME	155,827.22	339,721.56	-183,894.34	-54.13%
402-0 - STATE OF RIAID	34,794.91	31,668.00	3,126.91	9.87%
410-0 - FUNDRAISING	36,505.03	34,333.53	2,171.50	6.33%
412-0 - GIFTS, DONATIONS ETC.	2,652.91	65.00	2,587.91	3,981.4%
446-0 - INTEREST INCOME	108.19	2,419.30	-2,311.11	-95.53%
447-0 - OTHER INCOME	189.58	331.78	-142.20	-42.86%
448-0 - COPIER/PRINTING INCOME	1,107.38	836.34	271.04	32.41%
450-0 - INVESTMENT INCOME, WELLS FARGO *	26,824.16	4,718.31	22,105.85	468.51%
451-0 - BLDG FUND INTEREST-BNK NPT *	0.00	1,116.47	-1,116.47	-100.0%
455-1 - INTEREST INCOME-RESTRICTED *	0.00	2,247.13	-2,247.13	-100.0%
456-0 - CHINESE ROOM FUNDS	0.00	7,492.35	-7,492.35	-100.0%
500-0 - *GRANT-CIP-OTHER INCOME	0.00	1.18	-1.18	-100.0%
Total Income	258,009.38	424,950.95	-166,941.57	-39.29%
<u>Expense</u>				
800-0 - SALARIES	86,612.64	97,559.93	-10,947.29	-11.22%
900-0 - BENEFITS	31,962.85	35,772.98	-3,810.13	-10.65%
1000-0 - PROFESSIONAL DEVELOPMENT	651.85	710.62	-58.77	-8.27%
1100-0 - PROF SERVICES-MGMT EXPENSES	16,739.49	17,754.77	-1,015.28	-5.72%
1200-0 - OPERATIONS-MAINTENANCE, ETC.	56,173.81	36,001.85	20,171.96	56.03%
1400-00 - LIBRARY MATERIALS	20,010.50	41,580.87	-21,570.37	-51.88%
2000-0 - OTHER EXPENSES	29,450.00	53,477.50	-24,027.50	-44.93%
5000-0 - GRANT- OTHER EXPENSE	0.00	-24,246.78	24,246.78	100.0%
6000-0 - RENOVATIONS	-900.00	-75,034.17	74,134.17	98.8%
6001-0 - BOND-LOWER LEVEL RENOVATIONS	0.00	59,244.77	-59,244.77	-100.0%
652-0 - NEWPORT ROOM/CHINESE	156.00	7,492.35	-7,336.35	-97.92%
Total Expense	240,857.14	250,314.69	-9,457.55	-3.78%
Net Income	17,152.24	174,636.26	-157,484.02	-90.18%

Newport Public Library
Balance Sheet Previous Year Comparison
June 2017

	Jun 30, 17	Jun 30, 16	\$ Change	% Change
ASSETS				
<u>Current Assets</u>				
<u>Checking/Savings</u>				
100-0 - SAVINGS INS-MONEY MARKET ACCT	244,253.24	424,431.31	-180,178.07	-42.45%
100-1 - SAVINGS INS - CHECKING ACCT	51,267.84	48,004.50	3,263.34	6.8%
100-2 - SAVINGS INS - PAYROLL ACCOUNT	25,271.14	15,045.83	10,225.31	67.96%
100-3 - PCU-CD OPERATING FUNDS	122,302.15	122,302.15	0.00	0.0%
101-00 - BUILDING FUNDS/BOARD DESIGNATED				
101-0 - BON-BUILDING FUND SAVINGS**	296,515.98	280,552.25	15,963.73	5.69%
101-1 - BON-BUILDING FUND-CHECKING **	1,349.55	1,384.46	-34.91	-2.52%
101-11 - BON-CD-BUILDING FUNDS***	120,741.56	120,741.56	0.00	0.0%
101-00 - BUILDING FUNDS/BOARD DESIGNATED - Other	8,252.16	8,252.16	0.00	0.0%
Total 101-00 - BUILDING FUNDS/BOARD DESIGNATED	426,859.25	410,930.43	15,928.82	3.88%
109-0 - BANK RI	50,140.46	0.00	50,140.46	100.0%
Total Checking/Savings	920,094.08	1,020,714.22	-100,620.14	-9.86%
Accounts Receivable	119,867.22	17,681.85	102,185.37	577.91%
<u>Other Current Assets</u>				
102-00 - OTHER DESIGNATED FUNDS				
102-6 - PCU-CD HEALTH INS FUND***	101,287.41	101,287.41	0.00	0.0%
102-00 - OTHER DESIGNATED FUNDS - Other	2,023.79	2,023.79	0.00	0.0%
Total 102-00 - OTHER DESIGNATED FUNDS	103,311.20	103,311.20	0.00	0.0%
<u>103-0 - INVESTMENT FUNDS****</u>				
103-1 - WELLS FARGO SEC OPR FUND****	478,433.40	435,550.15	42,883.25	9.85%
103-2 - WELLS FARGO CHINESE FUND ***	0.00	32,286.80	-32,286.80	-100.0%
103-3 - WELLS FARGO-HEALTH INS FUNDS***	273,649.22	202,143.04	71,506.18	35.37%
103-5 - WELLS FARGO - AUTHORS SPEAKERS*	11,533.50	10,303.70	1,229.80	11.94%
103-6 - WELLS FARGO - WERNER FUNDS	52,699.43	50,000.00	2,699.43	5.4%
Total 103-0 - INVESTMENT FUNDS****	816,315.55	730,283.69	86,031.86	11.78%

Newport Public Library
 Balance Sheet Previous Year Comparison
 June 2017

	Jun 30, 17	Jun 30, 16	\$ Change	% Change
104-0 - RESTRICTED FUNDS				
104-1 · PCU-CD- WERNER FUND***	11.50	11.50	0.00	0.0%
104-3 · SAVINGS INS - CHAMPLIN FUNDS***	52.45	14,336.44	-14,283.99	-99.63%
104-0 · RESTRICTED FUNDS - Other	1,173.68	1,173.68	0.00	0.0%
Total 104-0 · RESTRICTED FUNDS	1,237.63	15,521.62	-14,283.99	-92.03%
107-0 · PETTY CASH	642.00	642.00	0.00	0.0%
123-0 · PREPAID EXPENSE				
126-0 · BULK MAILING	0.00	492.65	-492.65	-100.0%
123-0 · PREPAID EXPENSE - Other	25,109.68	25,109.68	0.00	0.0%
Total 123-0 · PREPAID EXPENSE	25,109.68	25,602.33	-492.65	-1.92%
Total Other Current Assets	946,616.06	875,360.84	71,255.22	8.14%
Total Current Assets	1,986,577.36	1,913,756.91	72,820.45	3.81%
Fixed Assets				
180-0 · FIXED ASSETS				
180-1 · BUILDINGS & IMPROVEMENTS	7,847,225.17	8,151,149.17	-303,924.00	-3.73%
180-10 · A/D-BUILDING IMPROVEMENTS	-4,926,490.04	-4,926,490.04	0.00	0.0%
180-11 · A/D-LAND IMPROVEMENTS	-303,478.99	-303,478.99	0.00	0.0%
180-12 · A/D FURNITURE & EQUIPMENT	-618,148.21	-618,148.21	0.00	0.0%
180-13 · A/D COMPUTERS & RELATED EQUIPME	-408,883.13	-408,883.13	0.00	0.0%
180-2 · LAND IMPROVEMENTS	379,386.00	400,590.00	-21,204.00	-5.29%
180-3 · FURNITURE & FIXTURES	772,143.85	782,745.85	-10,602.00	-1.35%
180-4 · COMPUTERS & RELATED EQUIPMENT	462,402.14	480,072.14	-17,670.00	-3.68%
Total 180-0 · FIXED ASSETS	3,204,156.79	3,557,556.79	-353,400.00	-9.93%
Total Fixed Assets	3,204,156.79	3,557,556.79	-353,400.00	-9.93%
TOTAL ASSETS	5,190,734.15	5,471,313.70	-280,579.55	-5.13%

Newport Public Library
Balance Sheet Previous Year Comparison
June 2017

	Jun 30, 17	Jun 30, 16	\$ Change	% Change
<u>LIABILITIES & EQUITY</u>				
<u>Liabilities</u>				
<u>Current Liabilities</u>				
Accounts Payable	56,242.58	154,395.36	-98,152.78	-63.57%
Other Current Liabilities	81,528.72	11,385.62	70,143.10	616.07%
Total Current Liabilities	137,771.30	165,780.98	-28,009.68	-16.9%
<u>Long Term Liabilities</u>				
<u>280-0 · LONG TERM LIABILITY</u>				
280-1 · NOTES PAYABLE CITY OF NEWPORT	35,000.00	43,750.00	-8,750.00	-20.0%
280-2 · COMPENSATED ABSENCES LIABILITY	202,993.78	202,993.78	0.00	0.0%
Total 280-0 · LONG TERM LIABILITY	237,993.78	246,743.78	-8,750.00	-3.55%
Total Long Term Liabilities	237,993.78	246,743.78	-8,750.00	-3.55%
Total Liabilities	375,765.08	412,524.76	-36,759.68	-8.91%
<u>Equity</u>				
101-5 · PERMANENTLY RESTRICTED-TOWNSEND	-6.35	0.00	-6.35	-100.0%
1120-0 · RETAINED EARNINGS	-1,444,342.09	-1,444,340.07	-2.02	0.0%
300-0 · GENERAL FUND EQUITY	409,287.89	409,287.89	0.00	0.0%
3000 · OPENING BALANCE EQUITY	6,061,814.05	6,061,814.05	0.00	0.0%
500-1 · GENERAL FUND BALANCE	32,029.09	32,029.09	0.00	0.0%
Net Income	-243,813.52	-2.02	-243,811.50	-12,069,876.24%
Total Equity	4,814,969.07	5,058,788.94	-243,819.87	-4.82%
TOTAL LIABILITIES & EQUITY	5,190,734.15	5,471,313.70	-280,579.55	-5.13%

	June	June	June	June	June
Statistics 2013-2017	2017	2016	2015	2014	2013
Library Circulation	18,473	17,618	16,644	17,914	17,167
Outreach Circulation	131	122	285	217	
Library Attendance	n/a	14,702	15,395	18,111	14,038
Outreach Participants	13	33	30	26	
Patrons Registered	12,321	12,381	12,982	13,072	13,182
Reference & Information Question	875	865	779	767	1,053
Computer Users	3,062	3,165	3,020	3,456	3,980
Total Inventory	134,405	142,048	142,153	154,718	158,197
Total Library Programs	72	56	46	23	28
Total Library Program Attendance	2,065	2,134	2,165	1,343	1,360
Web Page Visitors	9,134	9,124	9,732	9,677	10,820