

# **NEWPORT PUBLIC LIBRARY**

**Board of Trustees**

**Meeting Minutes**

**June 21, 2018**

**1. Call to order: President Robin Skuncik-Jones called the meeting to order at 4:35 p.m. in the Rotary Room of the Newport Public Library.**

**Attendance: Robin Skuncik-Jones, Michael Dawson, Michael Dutton, Peter Baylor, Adrienne Haylor, Linda Martin, Steve Waluk, Scott Skuncik, Lynn Ceglie, Joe Logue, Library Director**

**Excused: Sandra Pattie, Rita Slom, Matthew Leys**

**Absent: Gina Brown, 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:**

**Michael Dutton reported that the balance sheet looks spectacular for the end of the year. He noted that the income from the Novel Evening event had not been reported yet. Revenue is down 5.4% before the**

investment accounts. End of the year expenditures are high, especially in computer equipment.

#### **5. Building & Grounds Report:**

Maintenance is working with one less part time employee. Current employees will be working a few split shifts until the position is filled. The library experiences a few minor roof leaks that have been fixed.

#### **6. Financial Development:**

Ticket sales for the Novel Evening event are low but we are hoping for a nice turnout. Joe Logue highlighted the great auction items the committee has acquired.

#### **7. Friends of the Library Report:**

The Friends Annual Meeting was held on Thursday, June 14. Adrienne Haylor passed out a financial statement overview from the meeting. She noted that since its inception 40 years ago, the Bookstore has donated \$727,350.00 to the library. The Friends also generously contribute funds annually to children's summer programs. They current have 78 members and are actively seeking more as well as more volunteers.

#### **8. Library Director Report:**

Joe Logue reported that he has had meetings with the Health Equity Zone and the Housing Authority regarding a branch library in the north end of town at the Florence Gray

**Center. He is hoping that the van Beuren Charitable Trust will be able to support the opening of a branch.**

#### **9. New Business:**

**Annette Love passed out Resolution 403b for the Finance Committee to review. The Resolution passed with no objections or abstentions.**

**Policy Change: A law passed that requires businesses to provide sick time for part time employees. Part time employees will earn one hour of sick time per 35 hours worked. Sick time can be used after 90 days.**

**Currently new full time employees must wait a mandatory 6 months before they can use accrued vacation time. A request was made to change the wait time to 3 months for new employees. The motion was passed with no objections or abstentions.**

**10. Executive Session: Executive Session was moved to the July meeting.**

#### **11. Adjournment:**

**The meeting was adjourned at 4:46 pm.**

**The next meeting is scheduled on June 21, 2018.**