



Newport Public Library  
Board of Trustees  
Meeting Minutes  
Teleconference Meeting  
June 18, 2020

Attendance: Matthew Leys, Stephen Waluk, Michael Dutton, Jennifer Gee, Adrienne Shaw, Scott Skuncik, Janine Weisman, Brad Carter, Robin Skuncik Jones, Peter Baylor, Joseph Logue, Libran Director, Annette Love, Finance Manager and Patricia Fetta, Bookkeeper.

Excused: Kyle Martin

Absent: Jennifer Gee, and Justin McLaughlin

1. Call to order:  
President Matthew Leys called the meeting to order at 4:33 PM.
2. Amendments to the Agenda:  
The agenda was approved as presented.
3. Minutes of the May 2020 meeting:  
The minutes were approved as presented.
4. Finance Committee Report:  
Robin Skuncik Jones reviewed the May financials, income is down by over \$40,000 dollars. Fundraising, fines, gift and other income are down due to the 150<sup>th</sup> celebration cancelation and the library being closed. All fines have been canceled since March 1<sup>st</sup>. Salaries are down due to unfilled positions. Operation expenses down.  
Michael Dutton reported: Income down 4.4% mainly due to fundraising. Expenses down 29,562 14.8% drop mainly in salaries.  
Wells Fargo Investments up \$44,186 in April and \$26,095 in May.  
Expenses and materials budgets down, expect that will change in June.
5. President's Report:  
None
6. Building and Grounds Committee Report:  
The maintenance staff continues extensive daily cleaning during Covid conditions. Roof leaks continue, a new inspection is warranted at this time.
7. Financials Development Report:  
None
8. Friends of the Library Report:  
Edwin Sebest reported that she is now the new President of the Friends. The Book Store has been closed and will remain closed for now. The lobby book sales are still available. They may begin having some volunteers working in the back processing area, limiting the number of them working at one time.

They are now again accepting book donations.

9. Library Director's Report and Update:

Joe Logue, Introduced Patricia Fetta as the new Bookkeeper, her employment began on June 1<sup>st</sup>.

The library is in full compliance with Phase 2. A few patrons have refused to wear masks, one person had to be evicted. Wearing a mask is a condition of entry and patrons must stay 6' apart. The library is currently open 30 hours a week, closed on Mondays. Curbside service is still going well, we had implemented this service much earlier than other libraries.

10. Old Business:

150<sup>th</sup> Celebration has been moved to May 1, 2021 it will now be the 151<sup>st</sup> Celebration.

11. New Business:

The library has contracted with Paychex to begin processing payroll as of July 2020.

Adrienne Shaw; Thanked Director Joe Logue and the staff for their incredible effort made during this difficult time.

Brad Carter; Also thanked the director and staff commenting that Newport is ahead of other libraries providing services to patrons "good job".

12. Adjournment:

The meeting was adjourned at 5:00PM.