



Newport Public Library
Finance Committee of the Board of Trustees
~~Thursday, June 15, 2023 at 4:00 PM~~

Agenda – **Canceled**

1. Call to order, determination of a quorum Brad Carter
2. Additions or amendments to the Agenda Brad Carter
3. *Action item:* Minutes of the May 2023 Finance Committee Ken Castiglia
4. Financial Statements for May 2023 Ken Castiglia
5. New Business Joseph Logue
 - a. Employee Retention Credit filed with PPP
 - i. The Library can expect ~\$121,000
 - b. Tax rebate for Q4 2021 double payment
 - i. The Library received ~\$35,000
 - c. BankNewport Maturing CD (account # *20757)
 - i. Could not duplicate 5% rate; renewed for 10 months at 3.5%
6. *Action item:* Adjournment Ken Castiglia

Next scheduled meeting: Thursday, July 20, 2023 at 4:00 PM.

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



Newport Public Library
Board of Trustees Meeting
Thursday, June 15, 2023 at 4:30 PM

Agenda

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|---|--------------------------|
| 1. Call to order and determination of a quorum | Brad Carter |
| 2. Additions or amendments to the Agenda | Brad Carter |
| 3. <i>Action item:</i> Minutes of the May 2023 Trustees meeting | Brad Carter |
| 4. Financial Committee Report | Ken Castiglia |
| 5. President's Report | Brad Carter |
| 6. Building and Grounds Committee Report (Attachment 1) | James Mass |
| 7. Financial Development Committee Report | Charlotte Marshall |
| 8. Friends of the Newport Library Report | Pat Heller |
| 9. Library Director's Report (Attachment 2) | Joseph Logue |
| 10. <i>Action item:</i> Executive Session, if needed | Brad Carter |
| 11. <i>Action item:</i> Adjournment | Brad Carter |

Next scheduled meeting: Thursday, July 20, 2023 at 4:00 PM.

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



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

In Attendance

NPL Staff: Joseph Logue, Patti Fetta, Erin Shaw

Board: Brad Carter, Kenneth Castiglia, Matthew Leys, Charlotte Marshall, Edwina Sebest, Adrienne Shaw

Absent

Meredith Bonvino, Dave Carlin, Andrea Groce, Pat Heller, Kyle Martin, Alan Ridnour

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 with corrected dates of the next meeting.

Minutes of Previous Meeting

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

Finance Committee Report

Ken Castiglia reported that through April, revenue was up slightly; expenses were lower than plan for same reason as previous report – lower payroll expense. The Library is doing well on a cash basis and is just about at breakeven. Certificates of Deposit are rolling over to rates many times higher than initial deposit rate.

President's Report

Brad Carter welcomed Tanner Jackson to the Board. Tanner has been appointed to complete the term of Matthew Leys; in September the Board will vote on accepting Tanner for a full term.

Personnel Committee will have a description of responsibilities by the end of summer.

Building and Grounds Committee Report

Joe Logue encouraged all to read Jim Maas's monthly report attached to the meeting materials.

Joe hopes to recruit a Board member familiar with building and grounds work.

Financial Development Report

Charlotte Marshall and Joe have discussed possibility of a fundraising event in October. It would be smaller scale than the anniversary gala held last fall. Fundraising event ideas from other neighboring libraries will be examined.

Friends of the Library Report

Edwina commented that Pat Heller will replace Jon Davies beginning next month. Rack cards promoting the Friends Bookstore have been distributed across Newport.

Library Director's Report

Joe reported that Library is in process of converting from Sierra, a software-based catalog system, to Koha, a web-based system. This conversion is happening state-wide; Koha is an open-sourced program initially developed in New Zealand.

Joe informed the Board that on June 13th, the Department of Veteran Affairs Providence office will be using the Library to host fourteen vendors who can assist veterans with mental health care, food security, and other issues affecting their quality of life.

The Library will be closed on Monday, June 19th, for the Juneteenth official holiday.

New Business

Joe reported that the Employee Manual is being updated; employee Erin Shaw has been of great assistance with copy editing and proofreading. The manual must address several issues that are new since last publication, for example. working with homeless populations, and animals in the Library.

Adjournment

A motion to adjourn the meeting was made and seconded; meeting was adjourned at 5:05pm.

Next meeting will be on Thursday, June 15th, 2023, at 4:30pm.

Respectfully Submitted,
June 8, 2023

Adrienne Shaw,
Secretary to the Board



NEWPORT PUBLIC LIBRARY

Attachment 1: BUILDING AND GROUNDS REPORT

Security

There were no major security issues this month

Services

Coastal Electric at the library for quarterly fire alarm testing

Innovative Home Systems at the library to replace a broken security camera at the circulation desk

Completed Work

- Remove the toilet from the woman's staff bathroom due to a broken flange causing the toilet to shift when in use, repaired flange, installed new gasket and bolts, plus changed the vacuum breaker and flush diaphragm. Then reinstall the toilet
- Replace dimming ballast in the Rotary room
- Replace 4 other ballasts throughout the building
- Begin to prep all garden beds for mulch
- Repair the lock on the door going to the machine room in the attic
- Repair the handle on the door to the men's public bathroom
- Prep the lawn mowers for the season, sharpen blades, replace spark plugs, change oil, clean carburetors
- Replace under counter soap dispenser in the men's public restroom
- Build and install new PVC drains for the air handler
- Locate and repair on roof leak on the asphalt shingles
- Prep rose bushes for the season
- Steam clean all carpets in the children's department
- Repair cabinet door in the children's program room
- Replace the control panel on one of the carpet cleaning machines
- Spray weed control on library grounds and surrounding areas
- Replace the connectors on the light fixture in the elevator

Respectfully Submitted,
June 9, 2023

James Mass
Property Manager



NEWPORT PUBLIC LIBRARY

Attachment 2: LIBRARY DIRECTOR'S REPORT

Due to an unavoidable schedule conflict, I am not able to attend the meetings of the Finance Committee or the Board of Trustees meetings on Thursday, June 15, 2023. Herewith is my report to the Committee and the Board.

The Library is eligible for an Employee Retention Credit because we bore the financial responsibility of paying all staff their regular wages during the Covid-19 pandemic. I composed a letter offering a narrative of the burdens the Library assumed during the peak period of the pandemic March-September 2020 and beyond. The letter is held by PPP, the auditing firm for the Library.

When we resumed operating hours we did so on an abbreviated scale. Programs and services were reimagined that had accompanying costs that our regular slate did not (video equipment, Take-and-Make craft projects, et al.). There was also the financial burden of preventative materials such as masks, acrylic barriers, sanitizers, and cleaning products that were purchased in much larger and more frequent scale. The biggest financial loss was the cancellation of the Library's 150th Anniversary Gala, originally scheduled for May 1, 2020. Not only did we forfeit the balance of the event (\$4,000) but we also had to forgo the opportunity to raise money for the Library. The Library will receive an ERC for approximately \$121,000. (NB: [See next page.](#))

The Library also received a refund from the IRS for \$35,000 due to the double payment of payroll taxes for Q4 2021.

Per consent of the Finance Committee at the May meeting I renewed a BankNewport CD. I had requested a similar rate and term for those CDs we had just purchased. The bank was unable to offer similar terms so the CD was renewed for 10 months at 3.5%.

My report to the Board is the announcement/reminder that the Library will have hosted the Community Veterans' Health Fair on June 13th and I will recap the event at the July meeting. Additionally:

- the Library will be closed on Monday, June 19th for Juneteenth;
- the all-ages Summer Reading Program will begin June 26th and run through August 11th;
- Deanna Borges will assume her position of Outreach Library on July 1st, with an enhanced effort to reach out to those isolated across many areas, whether by disability, age, temporary long-term medical conditions, or while staying at home caring for newborns;
- I will be attending the American Library Conference in Chicago from June 23-27th.

To Whom It May Concern:

This letter formally addresses of the challenges that the Newport Public Library faced during the pandemic, beginning in March 2020 through September 2021. Because the Library is organized as a 501(c)(3) there were few commercial concerns and losses, but the diminution of programs and services to the community were tangible.

The Library was closed beginning Monday, March 16, 2020 and reopened on June 1, 2020 with curtailed hours, i.e., instead of 60 hours per week, the Library was open for 42 hours per week. The staff was continuously paid during the weeks that the Library was closed to the public. We continued to offer Reference services during that time and by the beginning of April 2020 we had curbside delivery set up.

The most damaging impact of the Covid-19 epidemic was that the Library had to cancel its long-planned gala for the celebration of its 150th Anniversary. The Library was chartered by the state of Rhode Island in October 1869 but opened its doors to the public on May 1, 1870. The beginning of community service seemed the more apt date to celebrate so planning began in April 2019. Much staff time and labor went into the preparations, with the Board of Trustees granting the Planning Committee \$5,000 to use for publicity, mailings, ad placements, and the like. The Library booked the Viking Hotel and signed all contracts for that date paying \$6,000 in three even installments. The hotel agreed to postpone the event until October 2020 but by that time it was deemed that such an event would generate little interest with many potential attendees still hesitant to buy tickets. This was complicated by the fact that the hotel was limiting groups to 50 people; there was no way that the Library could make this a notable fundraiser. The Library canceled the event, and sacrificed the down payments.

Immediately upon opening on June 1, 2020 the Library instituted social distancing measures, traffic flow restrictions, and allowing 25% of normal capacity allowed in the building at one time. This entailed special marking materials, signage, and stanchions. When feasible, Library programs moved to asynchronous programming and a reliance on social media platforms and YouTube to reach patrons. In-house Library programs were suspended until September 2020 when a hybrid model was introduced.

Supply chain disruptions never presented themselves to our organization aside from minimal impacts on cleaning supplies. The Library was able to register new patrons via its online portal and loans could begin immediately. To maximize social distancing the Library also introduced a new system for picking up requests. The Library purchased traditional paper bags (thousands of them!) to ensure privacy for those who picked up their requests.

Additionally, the need for and interest in programming continued unabated. The Library instituted Take-and-Make craft projects for children, adults, and teens. These were extremely popular. While simplistic in nature to ensure widespread popularity, the Library spend considerable sums in procuring the constituent elements.

The Newport Public Library began adapting to the “new normal” quickly. The longest-lasting effect has been on in-person meetings which have been rendered somewhat redundant at this point.

The chief impact that the Covid-19 pandemic has had on the Library is the understanding that there are new ways to attract an audience for our programs. There is also the added need to reach patrons who have become isolated socially as a result of the medical isolations that were advised during the onset and height of the pandemic.

Sincerely, etc.