

NEWPORT PUBLIC LIBRARY

Board of Trustees

Meeting Minutes

July 19, 2018

1. Call to order: President Robin Skuncik-Jones called the meeting to order at 4:33 p.m. in the Rotary Room of the Newport Public Library.

Attendance: Robin Skuncik-Jones, Matthew Leys, Michael Dutton, Peter Baylor, Sandra Pattie, Scott Skuncik, Rita Slom, Stephen Waluk, Adrienne Haylor, Lynn Ceglie, Joe Logue, Library Director

Excused: Linda Martin, Michael Dawson, Gina Brown

Absent: Angel Gonzalez

2. Amendments to the Agenda:

The agenda was approved as presented.

3. Minutes of the June 2018 meeting:

The minutes were approved as presented.

4. Finance Report:

Michael Dutton reported that the balance sheet is up \$85,000 from last fiscal year and looks great. Investments are up slightly in June,

and they are up over \$72,000 from last fiscal year.

5. President's Report:

Robin Skuncik Jones had no new news to report.

6. Buildings and Grounds:

Scott Skuncik distributed a written report. Routine maintenance continues including repairs on the air conditioning system.

6. Financial Development:

Income from the annual event is at \$24,727, down \$2,000 from last year. Attendance was down 32 from the previous year.

7. Friends of the Library Report:

Adrienne Haylor reported that Friends of the Newport Library membership is up slightly from last year. The annual summer clearance book sale is scheduled for August 17th to 22nd. Everything will be sold for \$1.

8. Library Director Report:

Joe Logue reported some staffing changes. After the termination of Diane Leathem, Leslie Varrecchia will move from Reference to the CM Department. She has been filling in to assist CM for the last year. Dan Rohelia, who has been working in CM, will move to the Reference Department to replace Leslie Varrecchia as a Reference Librarian.

Joe had another meeting with HEZ and HA about a potential branch

opening. The hours may be 3pm to 8pm. He will continue to inform the Board of any updates.

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. Old Business: Policies

Purchasing Policy: Rita Slom questioned if the purchasing policy would apply to the event purchases, the board agreed it would not. After review and discussion, a motion was made to approve the Purchasing Policy with the following amendments:

Meeting Room Policy: After a review and discussion of the policy, a motion was made to approve the policy with the following amendments:

11. Adjournment:

The meeting was adjourned at 5:10pm.

The next meeting is scheduled on September 20, 2018.