



Newport Public Library  
Finance Committee  
Meeting Minutes  
Teleconference Meeting  
July 16, 2020

Attendance: Michael Dutton, Peter Baylor, Kyle Martin, Joseph Logue, Libran Director, Annette Love, Finance Manager and Patricia Fetta, Bookkeeper.

Excused: Matthew Leys, Robin Skuncik Jones

1. Call to order:

Michael Dutton called the meeting to order at 4:05PM.

2. Amendments to the Agenda:

The agenda was approved as presented.

3. Minutes of the June 2020 meeting:

The minutes were approved as presented.

4. Finance Committee Report:

Michael Dutton reported: Wells Fargo Income up for the month of June \$8900,00 .9% increase. Overall income increase of 3.7% above budget.

Expenses up 12% over budget. Recruitment, misc. service calls over budget.

Questions of other expenses and new F/Y budget will be discussed at a meeting next week.

5. Old Business:

None

6. New Business:

Joseph Logue: The library is in full compliance of Phase 1 and Phase 2.

The PPP funds have been received in the amount of \$224,460 dollars.

The funds have been deposited at BankNewport and should start to utilize these funds in September and would need to be used as specified by December 31.

Kyle Martin added that all PPP funds need to be tracked for required spending to apply for loan forgiveness request.

The library has been level funded by the city for the new F/Y.

Paychex has been implemented as of 7/15 pay period. A few part time employees questioned the amounts they were paid, implying they were shorted and cheated. This also included them questioning the accuracy and performance of the administration staff in a disrespectful manner by one staff members.

Director Joeseeph Logue stated that this type of behavior by staff would not be tolerated and would lead to dismissal of any staff member making these accusations and treating other staff members disrespectfully.

The employee step raises to move up by 1% and not 2% and we can utilize the funds from the Sunday hours budget. This is nominal but important.

7. Adjournment:

The meeting was adjourned at 4:29 PM.