



Newport Public Library
Board of Trustees
Meeting Minutes ~ July 15, 2021
4:30 PM

Attendance: Brad Carter, Michael Dutton, Adrienne Shaw, Peter Baylor, Matthew Leys, Scott Skuncik, Robin Skuncik-Jones, Edwina Sebest, Kyle Martin, Andrea Groce, Joseph Logue Library Director, Patricia Fetta

Excused: Stephen Waluk, Jonathan Davies, Lynn Ceglia, Jamie Bova, Janine Weisman

1. Call to order: Brad Carter called the meeting to order at 4:30 p.m.
2. Amendments to the Agenda: Motion to approve the Agenda. Motion approved.
3. Minutes of the June 2021 meeting: Motion to approve Minutes of the June 2021 minutes. Motion not approved until the following changes are made: Paragraph 7- 'Novel Evening Event was in 2016'; Paragraph 9- 'Non returned items by families or individuals that move and forget to return items to the Library.' Motion approved.
4. Finance Committee Report: The year to date Balance Sheet looks good. Our cash position is higher than last year at the same time. Expenses are a higher due to Covid-19; utilities are down and Wells Fargo had an increase of 1.1%.
5. President's Report: Brad Carter (standing in for Stephen Waluk) reminded the Board of Trustees that the next scheduled Board of Trustees Meeting is on September 16, 2021 and there is an Executive Session in August.
6. Building & Grounds Committee Report: James Mass Reported that recently we had a lot of rain in a short period of time. There was a leak in the roof behind the Welcome Desk. The DX condensation line leaked water into the Library. The area on the roof around the unit(s) are rubber mats and under the mats there is a slice in the roof. We called the insurance company to file a claim and we did block off the area and placed dehumidifiers in that area. The current system was installed in 1995 we need to decide if we should repair or replace the system. A full HVAC replacement is approximately \$260,000 and \$60,000 to Siemens. There is no funding for this from the City of Newport this year and repairs to the roof will cost \$50,000 and then \$160,000. We will not recover any of these funds. It will take a minimum of ten weeks to repair/replace and now is the time due to change in seasons. Steve Waluk has no firm commitment on funding from the City of Newport at this time. The new units are made differently with the coils enclosed which will provide a longer life span. James Mass and Scott Skuncik stated that in the past it cost \$70,000 to change the coils and will cost more to piece fix it rather than getting new units and taking care of the problem at one time. Michael Dutton feels we should deal with this now. Fix the section of roof the same time the units are changed. We have a proposal of \$360,000.00 for the DX, air handlers fire system. With the new system the DX is included in the air handler. We received three different roof inspections and the estimated life span on the roof was 10 years. We are past that point now. The current roof is not properly ventilated, shingles are cracked and there are holes/or slice marks in the roof under the rubber mats.
Motion to advance with replacement vs. repair for units and repairing roof around the units. All in favor of said Motion. Michael Dutton did state that this should be contingent on discussions that Steve Waluk and City Manager have had. Brad Carter called for an Executive Session in August to discuss all details and finding resources for the units and repairs to roof around the units.
7. Financial Development Report: Joseph Logue stated that the Library is over last fiscal year's budget due to covid related expenses and the reimagining of keeping the Library functioning for the public.
8. Friends of Library Report: Edwina Sebest reported the use of the lobby has increased sales and thanks the Library for allowing us to utilize this space. The annual Summer Reading Sale will run from August 13, 2021 until August 23rd.

9. Director Report: Joseph Logue stated that the Library is moving away from the Covid precautions that were in place for the past year. The maintenance crew will continue to clean vigorously. We will be taking the plexi-glass down. We need to pivot group study space and make the Stride Room available for individuals or groups of 2-6 people. The Aquidneck Room will remain closed to the public. The Rotary Room will be increasing the technology and the fees for – for profit businesses will pay a higher fee. For City, non-profits and government facilities the rooms will remain free of charge. I think we need to vote on these changes in September. Once fines are eliminated we will need an income stream from room rentals. We have 6,000 active library card users which is low. We will be implementing some public relations with regard to fines being eliminated.

10. Old Business: There is no other old business to discuss.

11. New Business: Juneteenth was made a national holiday right before the Juneteenth date and we had no time to determine if this was a holiday that the Newport Public Library would add to the current holiday list. Some staff members inquired if we would afford a floating holiday this year as it was not celebrated as explained above. The issue with this is that 5 new hires will not get the floating holiday this year. Should we observe Juneteenth, 2022.

- Motion to celebrate Juneteenth in 2022 and not a floating holiday in 2021.
- All Board Members agreed and Motion passes.

Joseph Logue inquired about changes the meeting date in November due to attendance. It was determined that he would zoom into the meeting on November 18, 2021.

Staff Development Day will resume in 2023.

12. Adjournment: Brad Carter called for a Motion to adjourn meeting. Motion passed and meeting was adjourned at 4:48 p.m.