



Newport Public Library
Finance Committee of the Board of Trustees
July 20, 2023 at 4:00 PM

Agenda

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| 1. Call to order, determination of a quorum | Joseph Logue |
| 2. Additions or amendments to the Agenda | Joseph Logue |
| 3. <i>Action item:</i> Minutes of the June Finance Committee | |
| 4. Financial Statements | TBD |
| 5. 2024 Budget | Joseph Logue |
| 6. <i>Action item:</i> Adjournment | |

Next scheduled meeting: Thursday, September 21, 2023 at 4:00 PM.
Please email [Joseph Logue](mailto:Joseph.Logue@newportlibrary.org) if you are unable to attend; or call 847 8720, x101.



Newport Public Library
Board of Trustees Meeting
July 20, 2023, at 4:30 PM

Agenda

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|---|---------------|
| 1. Call to order and determination of a quorum | Edwina Sebest |
| 2. Executive Session | Tim Cavazza |
| a. The Board of Trustees may vote to convene into Executive Session pursuant to RIGL 42-46-5(a)(2) to discuss and vote on potential and threatened litigation concerning a current employee. | |
| b. The Board of Trustees may vote to convene into Executive Session pursuant to RIGL 42-46-5(4) to discuss and vote on investigative proceedings regarding allegations of misconduct, either civil or criminal. | |
| 3. Additions or amendments to the Agenda | Edwina Sebest |
| 4. <i>Action item:</i> Discuss and vote to fill vacancies in the Office of President and the Office of Treasurer in light of resignations. | Edwina Sebest |
| 5. <i>Action item:</i> Minutes of the June Trustees meeting | Edwina Sebest |
| 6. Attorney's Address to the Board | Tim Cavazza |
| 7. <i>Action item:</i> The Personnel Committee | Adrienne Shaw |
| 8. Financial Committee Report | TBD |
| 9. Building and Grounds Committee Report (attached) | James Mass |

10. Financial Development Committee Report

Joseph Logue

11. Friends of the Newport Library Report

Pat Heller

12. Library Director's Report

Joseph Logue

13. *Action item:* Adjournment

Edwina Sebest

Next scheduled meeting: Thursday, September 21, 2023 at 4:30 PM.

Please email [Joseph Logue](#) if you are unable to attend or call 847 8720, x102.



NEWPORT PUBLIC LIBRARY
BOARD OF TRUSTEES FINANCE COMMITTEE MEETING MINUTES

Date of Meeting: June 15, 2023

Present: M. Bonvino, B. Carter, K. Castiglia, K. Martin, E. Sebest

Excused:

Also present:

Respectfully submitted,
July 13, 2023

Joseph Logue,
Library Director



NEWPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

Date of Meeting: [Date]

Present:: Meredith Bonvino, Brad Carter, Kenneth Castiglia, Andrea Groce, Pat Heller, Tanner Jackson, Charlotte Marshall, Kyle Martin, Alan Ridnour, Edwina Sebest, Adrienne Shaw

Excused: Dave Carlin

Absent: Joseph Logue

Also present: Ann Amaral, Erin Shaw

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.

Minutes of Previous Meeting

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

Finance Committee Report

A motion and second were made to approve minutes of the prior month's Finance Committee Report as included with the Board meeting materials.

This month's Financial Committee meeting was cancelled due to Joe Logue's absence.

President's Report

Brad Carter welcomed Pat Heller to the Board; Pat then introduced herself. Pat will be reporting on The Friends of NPL activity at each monthly Board meeting, replacing Jon Davies who has moved.

Building and Grounds Committee Report

The Board was referred to Jim Maas's monthly report distributed previously in the Board meeting materials.

Financial Development Report

Charlotte Marshall reported that a tentative date of October 21, 2023, has been set for a 'child-centric' public relations event at the library. Though not the primary focus, there will be festive raffles, for example, to raise money. Charlotte and Joe have discussed having a major fundraising event every two years, alternating with a children's event.

Friends of the Library Report

Pat Heller reported that approximately 1000 rack cards promoting the bookstore have been distributed and more are being printed.

From June 25 through July 5, 2023, there will be a children's pop-up sale with books at 50 cents each.

The regular summer book sale will be held from August 15 through August 23, 2023.

Bookstore sales have increased from last year; ads in Newport This Week and use of social media are credited. In addition, a \$250 donation from the Newport Education Foundation was received.

During the first week of NPL's Summer Reading Programs, children received a free book and adults were entered into a drawing for a prize.

The bookstore continues to maintain a small offering of books at the Newport Maritime Center at the Ann Street pier.

A group of creative volunteers continues to add subjects to the bookstore, resulting in more sales.

Library Director's Report

No report due to Joe Logue's absence.

Adjournment

A motion to adjourn the meeting was made and seconded; meeting was adjourned at 4:46pm.

Next meeting will be on Thursday, September 21, 2023

Respectfully Submitted,
July 20, 2023

Adrienne Shaw,
Secretary to the Board



NEWPORT PUBLIC LIBRARY
PROPERTY MANAGER'S REPORT

Security

We did have one issue with a male patron who was using the computers at reference. Out of nowhere he began screaming obscenities and offense words very loudly. When I approached the man he began calling me names, I told him he would have to leave, he did without incident

Services

Door Control was at the library for an issue with the sliding entry door on the parking lot side of the building, they found loose wires that was causing the door to stop working on occasion, they're wired the door and seems to be fine now

Trane mechanical was at the library for contracted PM on the air handler

Siemens was at the library for scheduled PM on the HVAC controls and software

The van was brought to Newport Dodge for routine maintenance and to check a check engine light

Completed Work

- Continued seasonal grounds maintenance
- Replace 4 ballasts throughout the building
- Replace the drive belt on the Honda lawn mower
- Repair constant running toilet in the men's staff restroom
- Replace air filters in the air handler
- Repair the diaper depository in the Children's bathroom
- Remove an old, and install a new dishwasher in the staff lounge
- Begin carpet cleaning in the high traffic areas
- Repair loose trim in the first play house in the children's department
- Replace two roofing shingles on the roof, that had been torn in a storm
- Repair leaking water fountain in the Children's area
- Replace one of the soap dispensers in the lower level woman's room
- Make cement filled buckets to hold decorations for the Children's department
- Complete two fire safety and evacuation trainings
- Repair the trap on the sink in the Collection Management office
- Replace the chemical mixing dispenser in the upstairs janitor's closet
- Re program the announcements through the PA system to accommodate summer hours, rewrite the schedules for the doors and HVAC for the same reason.

Respectfully Submitted,
July 20, 2023

James Mass,
Property Manager