

# **NEWPORT PUBLIC LIBRARY**

**Board of Trustees**

**Meeting Minutes**

**September 21, 2017**

**1. Call to order: President Michael Dawson called the meeting to order at 4:34 p.m. in the Rotary Room of the Newport Public Library.**

**Attendance: Michael Dawson, Jennifer Booth, Linda Martin, Peter Baylor, Girard Galvin, Matthew Leys, Scott Skuncik, Stephen Waluk, Joseph Logue, Library Director, Adrienne Haylor, Lynn Ceglie**

**Excused: Rita Slom,**

**Absent: Angel Gonzalez, Gina Brown**

**2. Amendments to the Agenda:**

**There were no changes or additions to the agenda.**

**3. Finance Report:**

**Michael Dawson reported, library is under on expenses and doing well on revenue. Investments are up 2%.**

**4. President's Report:**

**Michael Dawson thanked Girard Galvin and Jennifer Booth for their service on the Newport Public Library Board of Trustees.**

**The Board considered rescheduling the Annual Meeting in the future as to not fall on the Jewish holidays so all Board members can attend.**

#### **5. Nominating Report:**

**There are two new members on the Board of Trustees.**

- 1. Robin Skuncik Jones – President (Returning)**
- 2. Sandra Pattie – Board Member**

**Matthew Leys moved into the Vice President position. Linda Martin is staying on as Secretary and Michael Dutton is staying on as Treasurer.**

#### **6. Friends of the Library Report:**

**The Friends Bookstore sale in September brought in \$1750.00. Reusable bags were handed out to patrons. The Holiday Book Sale is schedule for December 8 – December 13. Currently the Friends have about 92 members. They are preparing for membership drive letters to be sent out in December and for the drive to officially begin in January. Adrienne noted that she has some volunteer applications that she will be reviewing in the coming weeks.**

#### **7. Library Director Report:**

**Joe Logue reported that the annual reports were submitted and approved. He has been promoting the Library and Library events on the radio at WADK. The Library has also been working on a collaboration with Bike Newport's Wave Campaign.**

**Going forward there is going to be a focus on reworking policies and creating if/then scenarios. There will also be some work done on the website to make it more ADA compliant and increase usability. Reference Librarian Kirby Lee is working on options for a redesigned logo.**

**3800 attendees participated in Summer Reading, a 58% increase from last year.**

#### **8. Old Business:**

**The hours changed to permanent year round hours.**

**Monday: 12 noon – 8:30pm**

**Tuesday: 9:00am – 8:30pm**

**Wednesday: 9:00am – 8:30pm**

**Thursday: 9:00am – 8:30pm**

**Friday: 9:00am – 5:30pm**

**Saturday: 9:00am – 5:30pm**

**Sunday: 1:00pm – 5:00pm (October 15 to May 6)**

#### **9. New Business:**

**Replacement Carpet – The Library received quotes to replace sections of carpet to make it uniform throughout each department. Joe Logue described the mismatched carpet as “jarringly ununiformed”. The Children’s carpet should be replaced as it is starting to come loose and pose a tripping hazard.**

**Job #1: Extend the carpet from YA through the DVD section -**

**\$6,404.20**

**Job #2: Redo the Children's Dept. carpet along with the DVD section -**

**\$29,585.40**

**Job #3: Redo all of the carpet in the Reference Dept. - \$79,970.70**

**The Finance Committee requested two additional quotes for the carpet. The Board tabled the discussion until the following Board Meeting upon reception of two additional quotes.**

**10. Adjournment:**

**The meeting was adjourned at 5:02 pm.**

**The next meeting is scheduled on October 19, 2017.**