



Newport Public Library  
Board of Trustees  
Meeting Minutes ~ Teleconference  
September 17, 2020  
4:30 PM

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

1. Call to order:  
Matthew Leys called the meeting to order at 4:32 PM.
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: The P&L is stellar. The expenses are down 2% more than likely due to closing for Covid-19. The Balance Sheet is healthy and all looks good. Wells Fargo earned \$67,632 which is remarkable.
5. President's Report:  
Matthew Leys reported: It is good news to see that the library is open to browsing. Matthew reported that he did see the article in The Newport Daily News and commended Joseph Logue on the interview. The article highlighted all services and operations that have taken place as well as the reopening to full hours in October. Great job Joseph Logue.
6. Building & Grounds Committee Report:  
Scott Skuncik reported: Nothing outstanding to report except that in addition to the normal day to day functions of the Property Management Department they set up the library to meet guidelines without any outside help/assistance and keep up with the additional disinfecting and cleaning due to the pandemic. Kuddos to the Property Management Team.
7. Financial Development Report:  
Joseph Logue reported: The 150<sup>th</sup> Celebration has been postponed to April 30, 2021 and we will be meeting to restart planning for same. I should have an update by next month.
8. Friends of the Library Report:  
Edwina Sebest reported: I am glad to see that more patrons are roaming in the library and practicing safe social distancing. The plexi-glass at the tables is assisting with that. Donations are coming in by patrons entering the library and/or by leaving donations at the loading dock. As of now, there is no official date to reopen.
9. Library Director's Report:  
Joseph Logue reported: Things are status quo. We are operating with more hours and ahead in all other metrics. People are very happy to be back and roaming the stacks. We have adopted a 2-way pattern with foot traffic which is working out well. We did have one non-mask wearer and we do have the right to refuse service to any patron without a mask, otherwise residents of Newport have been very compliant. We did have a non-mask wearer come into the library and to know if

there were accommodations for non-mask wearers. I did provide a day and time for the patron to enter the library however, it was never utilized.

Full stacks are open and we are making on the spot assessments if and when they arise. October 1<sup>st</sup> is the target date for full opening of libraries and I may be putting in for a waiver to open with full hours on October 5<sup>th</sup> since that falls on a Monday and not mid-week.

The Annual Report has been submitted to OLIS and copies were provided to Matthew Leys (needs to sign) and Michael Dutton.

I am proud of the success we have made over the past six months. The library normalizes life. We have new furniture to entice patrons and a new seating plan. The chairs are heavy enough to discourage patrons moving chairs to sit with other individuals. It is difficult to determine the amount of people we can have in the library. Jim noted that at 50% capacity that would be approximately 80 people. November 3<sup>rd</sup> is election day. The lobby will be open for election purposes and I recommend closing the library to patrons. I feel that this election will have a heavy turnout. If we do close the library, we would have a lot of P.R. for the patrons.

\*\*\* The closure of the library on election day went up for a vote.

\*\*\* All in favor of closing the library for patrons and keep it open for voting.

#### 10. Old Business:

- a) Phase III: This has been covered.

#### 11. New Business:

Joseph Logue reported:

- a. Expanded Hour: This week we are operating at 41 hours and as of October 1<sup>st</sup> or 5<sup>th</sup> we will be operating at 60 hours.
- b. Public Library Annual Survey:
- c. Human Resources: There have been grumblings about certain people working from home and not all have been afforded that opportunity. However, some job functions cannot be done from home. As of October 1<sup>st</sup> or 5<sup>th</sup> everyone will be working from the library and no one will be working from home.

#### 12. Adjournment:

The meeting was adjourned at 4:52 PM.