

# **Newport Public Library**

## **Board of Trustees**

### **Annual Meeting – September 16, 2021**

#### **In Attendance**

NPL Staff: Joseph Logue (Director), Ann Amaral (Assistant Director)

Board Officers: Stephen Waluk, Brad Carter, Michael Dutton, Adrienne Shaw

Board: Peter Baylor, Kenneth Castiglia, Lynn Ceglie, Jon Davies,

Kyle Martin, Edwina Sebest, Scott Skuncik, Janine Weisman

#### **Absent**

Staff: Patricia Fetta

Board: Andrea Groce, Matthew Leys, Charlotte Marshall

#### **Call to Order & Determination of a Quorum**

A quorum was determined; meeting was called to order at 4:34pm.

#### **Amendments to Agenda**

There was a motion and second to approve the agenda; motion was approved.

#### **Minutes of Previous meeting**

There was a motion and second to approve minutes of July 2021 meeting; motion was approved.

#### **Nomination Committee Report**

Edwina Sebest presented the slate of nominations for new and returning Boardmembers. There was a motion to approve and it was seconded. Slate was approved as presented. Kyle Martin, Matthew Leys & Adrienne Shaw were re-elected; Kenneth Castiglia and Charlotte Marshall were voted in as new Trustees.

#### **Finance Committee Report**

Michael Dutton reported that Library financials for the fiscal year look good, an improvement on the prior fiscal year which was also good. Total current assets increased while current liabilities increased by only a small amount. Wells Fargo investment funds value increased by 1.7%.

#### **President's Report**

Steve Waluk commented that the Library has done a great job with safety and availability of services over the past year and that Newport is fortunate to have Library staff that do such a good job.

#### **Building and Grounds Committee Report**

Scott Scuncik reported that maintenance staff accomplished the extra tasks of Covid precautions along with normal duties over this past year without extra personnel. The Library is in discussions with City Procurement office on the HVAC project. Library has decided to self-fund the HVAC and may use the \$80k from the City originally allocated for carpeting on the roof project following a roofing study. Scott expressed thanks to Jim and staff for keeping existing equipment operating for twenty-two years.

#### **Friends of the Library Report**

Jon Davies reported that the Friends' Bookstore did well this past year; the Dollar Sale brought in an exceptional amount. He announced that the non-fiction Dollar Sale will continue until the Holiday Sale on December 3<sup>rd</sup> – 9<sup>th</sup>. Jon then presented a check for \$25,000 to Joseph Logue. Joe sincerely thanked the Friends; they are an enjoyable group to work with and the Library is very fortunate to have them.

#### **Library Director's Annual Report**

Joe spoke about the level of creativity and activity that is present at the library. The hard work of staff enabled NPL to minimize curtailment of service to patrons due to pandemic. NPL was able to hire five new employees who are very effective at their jobs and is finally fully staffed. The carpet project has been completed with the aid of a Champlin grant; Library closing hour Monday-Thursday has been moved back to 8:30pm.

## **Old Business**

### *Fine Abatement and Cessation Discussion*

Joe discussed reasons he proposes that NPL join the majority of libraries in RI and cease collecting late fees. It was determined there is currently no official policy on fine collection; Steve suggested that a current 'policy' and draft of a new policy with late fees removed be provided for the October meeting. The Board could then vote on the issue.

## **New Business**

### *Meetings with City Personnel Regarding Capital Projects*

Joe reported that he met with Jim Nolan and Erin Mulligan regarding the process of securing RFPs for the HVAC and (potentially) roof projects. He then discussed facilities with Bill Riccio and Tom Harrop. The four provided guidance on the financial and facilities aspect of these projects.

## **Adjournment**

A motion to adjourn the meeting was made and seconded; meeting adjourned at 4:55pm.