



Newport Public Library
Finance Committee of the Board of Trustees
September 21, 2023 at 4:00 PM
Location: 300 Spring Street, Newport, RI 02840

Agenda

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

Next scheduled meeting: Thursday, October 19, 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
September 21, 2023, at 4:30 PM
Location: 300 Spring Street, Newport, RI 02840

Agenda

- | | |
|--|------------------------|
| 1. Call to order and determination of a quorum | Adrienne Shaw |
| 2. Additions or amendments to the Agenda | Adrienne Shaw |
| 3. Action item: Minutes of the July 20, 2023 meeting | Adrienne Shaw |
| 4. Election of Trustees | Adrienne Shaw |
| a. Peter Baylor | |
| b. Kristie Gardiner | |
| c. Judy McCarthy | |
| d. Edwina Sebest | |
| 5. <i>Action item:</i> Election of Officers | Adrienne Shaw |
| a. President, Alan Ridnour | |
| b. Vice President/President-Elect | |
| c. Treasurer/Chair of the Finance Committee, Merideth Bonvino | |
| 6. Executive Session | President of the Board |
| a. The Board of Trustees may vote to convene into Executive Session pursuant to RIGL 42-46-5(a)(4) to discuss and potentially vote for investigation into allegations of misconduct, either civil or criminal. | |
| b. The Board of Trustees may vote to convene into Executive Session pursuant to RIGL 42-46-5(a)(2) to discuss and potentially vote on litigation concerning a current employee. | |
| 7. Building and Grounds Committee Report (attached) | James Mass |

8. Friends of the Newport Library Report

Pat Heller

9. Library Director's Report

Joseph Logue

10. *Action item:* Adjournment

President of the Board

Next scheduled meeting: Thursday, October 19, 2023 at 4:30 PM.

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

DRAFT



NEWPORT PUBLIC LIBRARY
BOARD OF TRUSTEES FINANCE COMMITTEE MEETING MINUTES

Date of Meeting: July 20, 2023

Location: 300 Spring Street, Newport, RI 02840

Present: M. Bonvino

Excused: K. Martin

Also present: J. Logue, E. Shaw, A. Shaw

Due to the ongoing emergency leave of the Bookkeeper the Finance Committee was supplied with a budget for FY 2024 that has yet to be ratified and vetted by the Treasurer and the accountant with whom the Library Director established a contract.

Respectfully submitted,
September 21, 2023

Joseph Logue,
Library Director

DRAFT



NEWPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

Date of Meeting: July 20, 2023

Location: 300 Spring Street, Newport, RI 02840

Present:: Merideth Bonvino, Tanner Jackson, Charlotte Marshall, Alan Ridnour, Edwina Sebest, Adrienne Shaw

Excused: Dave Carlin (EO), Andrea Groce, Kyle Martin

Absent:

Also present: Tim Cavazza, Pat Heller (EO), Joseph Logue, Erin Shaw

NB: Due to the unique agenda of the July 20, 2023 Board of Trustees meeting Erin Shaw took the minutes of the meeting to allow Adrienne Shaw to address other matters.

Call to Order & Determination of a Quorum

A quorum was determined; meeting was called to order at 4:33pm.

Amendments to Agenda

There being none, a motion was made and seconded to approve the agenda.

Executive Session

Tim Cavazza recommended a motion to convene into an Executive Session pursuant to RIGL § 42-46-5(a)(2) and § 42-46-5(a)(4) for the purpose of:

- discussing and voting on potential and threatened litigation concerning a current employee; and
- discussing and voting on investigative proceedings regarding allegations of misconduct, either civil or criminal.

Adrienne Shaw made the recommended motion to convene into executive session; Charlotte Marshall seconded the motion. A roll call vote was taken:

Roll call vote:

Merideth Bonvino: Aye

Tanner Jackson: Aye

Charlotte Marshall: Aye

Alan Ridnour: Aye

Edwina Sebest: Aye

Adrienne Shaw: Aye

The motion passed unanimously.

The Board convened into Executive Session.

The Board reconvened into open session.

On motion by Adrienne Shaw and seconded by Merideth Bonvino, the Board voted to seal the minutes of the executive session. All voted “Aye,” and the motion passed unanimously.

Attorney Cavazza announced that the following vote was taken in Executive Session:

On motion by Adrienne Shaw and seconded by Alan Ridnour, the Board voted to authorize Whelan, Corrente, and Flanders to investigate the letter discussed in executive session and issue a response to that letter. A roll call vote was taken.

Roll call vote:

Merideth Bonvino: Aye

Tanner Jackson: Aye

Charlotte Marshall: Aye

Alan Ridnour: Aye

Edwina Sebest: Aye

Adrienne Shaw: Aye

The motion passed unanimously.

Filling Executive Vacancies

The Board discussed filling the vacancies left by the resignations of Brad Carter and Ken Castiglia. Tanner Jackson moved to table the discussion to the September Board of Trustees meeting to which Charlotte Marshall seconded. The motion passed unanimously.

Minutes of Previous Meeting

A motion was made by Charlotte Marshall to approve the minutes; the motion was seconded by Merideth Bonvino.

Finance Committee Report

The Board was informed that the Finance Committee was too lightly attended to make any discussion possible in the absence of a quorum. Joseph Logue, however, informed the Board that Robin Jones was assisting the Library with bookkeeping in Patti’s absence.

President’s Report

None presented.

Building and Grounds Committee Report

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

Friends of the Library Report

Pat Heller reported that the Friends Board did not meet in July. The pop-up children's book sale netted \$850. Pat was interviewed by Newport This Week.

Library Director's Report

Joseph Logue has taken over the most pressing bookkeeper duties (payroll, data entry, pension contributions, vendor payments, other duties as required). In June Joseph visited the Daily News building along with an architect from Cordsten Design. The architect's estimate for drawing the plans and coordinating with a project manager should come in late September or early October.

Adjournment

Business being concluded Alan Ridnour made a motion to adjourn: Charlotte Marshall seconded the motion, which passed unanimously. The meeting adjourned at 7:17 PM.

Respectfully Submitted,
July 28, 2023

Erin Shaw,
Administrative Assistant

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NEWPORT PUBLIC LIBRARY
PROPERTY MANAGER'S REPORT

Security

We had an issue with a male patron this month. This patron is a repeat offender. He was clearly under the influence and went to the Reference Desk and told the librarian he (the patron) was "going to die." We called the ambulance and had him removed from the Library. This being at least the fourth time we had to do that, we decided that we would have the police issue him a No Trespass order. After returning to the Library the very next day with no recollection of the incident he was told he had to leave. He left out one door, walked around the building and tried to reenter through the other entrance.

Services

Donovan and Sons Plumbing were at the Library to replace the exterior sillcock near the parking lot entrance. Encore Fire Protection performed the quarterly test of the sprinkler system. The Newport Fire Department assisted with getting our flag down from the flag pole when the rope broke in heavy winds.

Completed Work

- Strip and wax the floor in the lower lobby
- Paint all baseboards in the lower lobby
- Remove and replace the water pump in the carpet spotter
- Continued carpet cleaning
- Replace the in counter soap dispenser in the Men's public restroom
- Replace 4 ballasts throughout the building
- Replace air filters in the RTU
- Continued grounds maintenance
- Replace loose baseboard in the upper level lobby
- Replace wire molding on the phone charging station in the Reference department
- Repair damaged wall in the young adult area (cause of damage is unknown)
- Replace broken outlet in the Children's department
- Replace broken transmission belt on the lawn mower
- Replace damaged carpet tiles in the Friends Program Room
- Reorganize storage area in the attic to make room for more storage
- Repair broken shelf in the adult collection
- Repair track lighting in the large print book section
- Perform staff safety and evacuation training for 2 employees

Respectfully Submitted,
July 20, 2023

James Mass,
Property Manager

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