



Minutes of the Board of Trustees Meeting  
May 16, 2024  
Newport Public Library  
300 Spring Street, Newport, Rhode Island 02840

### **In Attendance**

*NPL Staff:* Joseph Logue, Alexandra Calandro

*Board:* Peter Baylor, Merideth Bonvino, Kristie Gardiner, Pat Heller, Tanner Jackson, Charlotte Marshall, Kyle Martin, Judy McCarthy, Edwina Sebest, Adrienne Shaw

### **Absent**

Alan Ridnour

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

A quorum was determined; meeting was called to order at 4:30pm.

### **Approval of Agenda**

A motion was made and seconded to approve the agenda.

### **Minutes of Previous Meetings**

A motion was made and seconded to approve minutes of the April 2024 meeting.

### **Finance Committee Report**

Merideth reported that the Library is in good financial position. The Committee is working on consolidating Library accounts.

### **President's Report**

None.

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

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

### **Financial Development Report**

None.

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

Pat Heller reported that the April sale brought in a substantial \$2063; the next sale will be in August.

The Friends' Annual Meeting will be held on Thursday, June 13<sup>th</sup>, 2024.

The placement of advertising in *Newport This Week* continues to bring in good results and will be continued.

The Friends have not been able to get into the City's Sailing Center on Thames Street, where it maintains a set-up of books for sale. Adrienne Shaw suggested contacting the City's Harbor Master to request assistance.

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

Joe reported that long-time NPL employee Kelly McKenna was presented with a citation at May's City Council meeting in recognition of Kelly's being awarded the Rhode Island Library Association Paraprofessional of the Year Award. Dave Carlin, City Council liaison to the Library, presented the certificate. State Representative Lauren Carson soon thereafter sent the Library a state proclamation recognizing Kelly. Joe will bring Kelly to the RILA Annual Conference lunch next week for further recognition.

The Library will advertise once again this year in the Newport Polo Association's Summer Program publication. Joe believes it brings attention to NPL's summer reading program.

Furey Roofing Company has provided an estimate of approximately \$400k for replacing the Library's roof. Joe commented that this was less than he anticipated. Other Library projects on the City docket include: \$150k for sluicing the park's rain pathways to stop run-off into the foyer, \$1200 to replace carpeting in the Friends' room, and \$9900 for a new water heater.

The Library's website design will be reviewed by a company Joe has lined up.

The Library faces important and pressing payroll issues. NPL salaries are out of line with those of the City of Newport. A new City employee with high school degree earns a minimum of \$43k; there are full-time Library employees who earn less than \$30k/year. There is no longevity pay to recognize long-term employees. It is time to "right the ship" according to Joe. The Library retains the services of a human resources consulting company at a cost of around \$1000 annually. Joe will request a recommendation from the firm about addressing these issues as quickly as possible.

Becky Farwick of the Young Adult area remains out on sick leave; Lindsey Towle would like to move to full-time from her current part-time YA position, however, Becky's position needs to remain open for her return.

### **New Business**

None.

### **Adjournment**

A motion to adjourn the meeting was made and seconded; meeting was adjourned at 4:56 pm.

*Next meeting will be held on Thursday, July 16th, 2024, at 4:30pm.*

*Respectfully Submitted,*

*June 10<sup>th</sup>, 2024*

*Adrienne Shaw*

*Secretary to the Board*



Property Management Monthly Report  
May 2024

**Security**

There were no major security issues this month, just the normal nuisance issues that were handled in house

**Services**

Siemen's Building technologies at the library for scheduled P.M. on the HVAC software controls

Encore Fire Protection at the library for quarterly inspection of the sprinkler system

Trane mechanical at the library to install ne expansion tanks for the PK boiler. This will bring us in compliance and allow us to pass state inspection

**Completed Work**

- Spread 7 yards of mulch in all garden beds around the building and parking lot
- Prep and pain the rear entry door near the loading dock
- Trim all hedges around the building and grounds
- Repair leaking sink in the circulation bathroom
- Replace 4 ballasts throughout the building
- Pressure wash all stone and stucco located around the entrances
- Repair old storage shelve in the garage
- Tune up all hand held lawn equipment
- Remove, level and reinstall the dishwasher in the staff room to assist with drainage, works fine now
- Repair the dimming light switch in the Program Room
- Steam clean carpet in the Y.A. area
- Reseat to windows in the children's program room, which shifted allowing water to get in
- Repair water damage cases by said widows
- Repair a short in the wiring on the automatic door opener on the woman's public restroom
- Repair the water valve on one of the carpet cleaners

Respectfully submitted,

James Mass  
Property Manager  
May 9, 2024