



Minutes of the Finance Committee of the Board of Trustees
June 20, 2024
Newport Public Library
300 Spring Street, Newport, Rhode Island 02840

In Attendance

Finance Committee: Meredith Bonvino, Alan Ridnour

Excused: Peter Baylor, Kyle Martin

Also Present: Edwina Sebest (Board of Trustees), Joseph Logue (Library Director), and Alexandra Calandro (Administrative Assistant).

Call to Order & Determination of a Quorum

Merideth Bonvino called the meeting to order at 4:02 PM and it was determined that a quorum was not present. Due to this lack of quorum, it was requested of Ms Sebest that – in light of her steady attendance at all meetings – that she become a member of the Finance Committee. This serves the dual purpose of ensuring a quorum and have the Committee be comprised of an odd number of members. Lacking a quorum, the discussion was tabled to be brought up at the meeting of the full Board.

Minutes of Previous Meetings

The Minutes of the meeting of the Finance Committee meeting of May 16, 2024 were amended to correct the members who were present and those who were absent at that meeting. The amended Minutes were approved unanimously, *ex post facto*.

Financial Reports

Ms Bonvino stated that the reports were fine, but all members had questions regarding specific line items and how accounts were tracked and assigned. It was decided that Joe would invite Kate Leary, the Library's CPA of record, to the July meeting. This would require the Wells Fargo advisors to move their meeting to August or September.

Business being concluded, Merideth adjourned the meeting at 4:28 PM.

Respectfully submitted,

Joseph Logue
Library Director
June 21, 2024



Minutes of the Board of Trustees Meeting
June 20, 2024
Newport Public Library
300 Spring Street, Newport, Rhode Island 02840

In Attendance

NPL Staff: Joseph Logue, Alexandra Calandro

Board: Merideth Bonvino, Kristie Gardiner, Tanner Jackson, Charlotte Marshall, Alan Ridnour, Edwina Sebest, Adrienne Shaw

Absent

Peter Baylor, Pat Heller, Kyle Martin, Judy McCarthy

Call to Order & Determination of a Quorum

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

Approval of Agenda

Tanner requested the addition of an agenda item to address formation of a working group to study feasibility of an NPL branch. This will be placed under agenda item #9, New Business.

A motion was made and seconded to approve the agenda as amended.

Minutes of Previous Meetings

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

Finance Committee Report

Merideth reported that the Library is in good shape financially.

The Committee will meet with the accountant next month to discuss Wells Fargo account.

Merideth made a motion to add Edwina Sebest to the Finance Committee; motion was seconded and approved.

President's Report

None.

Building and Grounds Committee Report

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

The roof replacement project was discussed; Joe mentioned the possibility of the Library self-financing this project if the City of Newport will not get to it in a timely manner. Joe detailed three Library projects that are already in the City's CIP for 2024-2025.

Kristie contacted Dave Carlin on the City Council regarding the roof; she summarized their discussion in notes included with Board Meeting materials.

Alan requested that Jim Maas come to the September Board meeting to provide information on the roof replacement project.

Financial Development Report

None.

Friends of the Library Report

Edwina reported that the Friends raised \$55k in their fiscal year ended May 30, 2024, approximately \$19k more than the prior year.

There is a new Friends' Board member to replace Sandra Flowers who has resigned.

The annual \$1 sale will be held during the first week of August.

Library Director's Report

The Summer Reading Program 2024 begins on June 24th until August 9th. Led by Jordan, the staff has done an excellent job decorating for the program.

Joe will be at the American Library Association conference next week; issues regarding the banning of books will be a prime topic.

Joe will ask for email responses on a proposal to change the Board's annual meeting schedule from the current: no meeting in August and December, to: meeting January through October with November and December off.

New Business

Tanner discussed the formation of a "working group" for the NPL second branch project. This would not be a committee of the Board, but it will report project progress to the Board. The make-up of the group will be determined.

Adjournment

A motion to adjourn the meeting was made and seconded; meeting was adjourned at 5:22 pm.

Next meeting will be held on Thursday, September 19, 2024, at 4:30pm.

*Respectfully Submitted,
July 9th, 2024
Adrienne Shaw
Secretary to the Board*



Property Management Monthly Report
June 2024

Security

There were no major security issues this month.

Services

Encore Fire Protection at the library for quarterly sprinkler testing

Simplex Fire at the library for annual inspection of the fire extinguishers (waiting on replacements)

Otis Elevator at the library for annual elevator inspection

Hartford Steam Boiler at the library for inspection of the expansion tanks on the PK boiler

The library van was brought in for an inspection

Completed Work

- Replace 4 ballasts throughout the library
- Repair baseboard and trim in the children's play houses
- Repair constant running toilet in the Men's public restroom
- Replace dead rose bush with a new one in the planter on the parking lot entrance
- Repair rubber roofing on the roof located above the parking lot entrance (took a day and a half)
- Repair damage to sheetrock caused by the roof leak in the parking lot lobby
- Continues seasonal grounds maintenance
- Begin quarterly carpet cleaning in the high traffic areas throughout the building
- Repair broken lock on the Generator
- Repair the lock on the reference bathroom door
- Change over all building controls for summer hours (HVAC, Doors, and closing announcements)
- Order and fill a 15 yard dumpster (annual clean out)
- Caulk around all widows above the parking lot entrance
- Seal all corners where the floor meets the wall in the lower level machine/ electrical room in an attempt to reduce ants in that area of the building
- Replace GFI outlet in the staff lounge
- Repair broken stall door in the woman's public restroom handicap stall
- Re fasten bike rack to concrete near Spring Street entrance
- Repair broken chair in the Children's department

Respectfully submitted,

James Mass
Property Manager
July 10, 2024