



Minutes of the Finance Committee of the Board of Trustees
July 18, 2024
Newport Public Library
300 Spring Street, Newport, Rhode Island 02840

In Attendance

Finance Committee: Meredith Bonvino, Peter Baylor, Alan Ridnour, Edwina Sebest

Excused: Kyle Martin

Also Present: Kate Leary, CPA, the Library's Accountant of Record, Joseph Logue (Library Director), and Alexandra Calandro (Administrative Assistant).

Call to Order & Determination of a Quorum

Ms Bonvino called the meeting to order at 4:04 PM and it was determined that a quorum was present.

Minutes of Previous Meetings

The Minutes of the meeting of the Finance Committee meeting of June 20, 2024 were approved on a motion of Ms Sebest, seconded by Mr. Ridnour, and approved unanimously.

2025 Budget Presentation

Mr. Logue presented the Fiscal Year 2025 Budget to the Finance Committee. Discussion was centered on the revenue stream of donations, gifts, and fundraising and the differences therein. Staff salaries were addressed and Mr. Logue stressed that the substantial Cost of Living Adjustment (COLA) rates were not "raises," as such, but market adjustments to reflect the need to adequately compensate and retain a dedicated staff.

The budget discussion then involved Ms Leary discussing the bookkeeping separation between the Friends and the Library. Ms Leary recommended that the Friends institute a new Venmo account, which Ms Calandro and Mr. Logue will set up on July 29th, in time for the Friends' Summer Book Sale. There was discussion about accepting credit cards in the bookstore and while there may be difficulties, Ms Leary said that was the best solution when faced with the tax implications.

Ms Leary further stated that, working with Mr. Logue, the books are very close to the goals they set forth when she initially contracted with the Library in September 2023.

The Finance Committee thanked Ms Leary for her time, especially since she was on vacation the week of the meeting.

Business being concluded, Ms Sebest made a motion to adjourn the meeting, which was seconded by Mr. Ridnour. Ms Bonvino adjourned the meeting at 4:31 PM.

Respectfully submitted,

Joseph Logue
Library Director
July 19, 2024



Minutes of the Board of Trustees Meeting
July 18, 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, Tanner Jackson, Alan Ridnour, Edwina Sebest, Adrienne Shaw

Absent

Kyle Martin, Charlotte Marshall, Judy McCarthy

Call to Order & Determination of a Quorum

A quorum was determined; meeting was called to order at 4:32pm.

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 June 2024 meeting.

Finance Committee Report

Merideth reported that Kate Leary, C.P.A., was present at the Finance Committee meeting. She detailed the Library's Profit/Loss statement and Balance Sheet; she also spoke about and answered questions on the organization of accounts.

At the Committee's request, a representative from Wells Fargo bank will be at September's Committee meeting to discuss Library accounts.

President's Report

None.

Building and Grounds Committee Report

Jim Mass, supervisor of Building and Grounds for the Library, was present to speak about the roof replacement project. He spoke about the "history" of the roof; installed in 1999; it is well past its warranty period and useful life. The roof is not properly ventilated; this has caused issues and repair expense for years. Joe stated that Jim has frequently made trips to the Library in the middle of the night to address an alarm. In response to a question, Jim spoke about the advantages and disadvantages of installing solar panels: the expense and potential energy savings to Library, and the environmental impact. He also addressed the past decision to not purchase solar power from wind due to the 25-year mandatory commitment.

Kristie commented that the Board is fully backing the roof replacement project. A motion was made and seconded to authorize Jim to obtain updated cost quotes for the replacement of roof and ventilation system. He was asked to present the options and associated expenses to the Board at its October 2024 meeting. Kristie requested that at the meeting with the roof contractors that the possibility and feasibility of solar placement be addressed.

Financial Development Report

None.

Friends of the Library Report

Pat reported that a request for special projects and/or programs to be funded by the Friends has been sent to Library Department Heads.

There will be a book sale from August 1st to August 8th; the bookstore has been very busy with both sales and donations.

Library Director's Report

Joe distributed copies of the Fiscal Year 2025 budget for review. A motion was made and seconded with unanimous support to approve the budget as presented to the Board.

He is working to address the issue of salaries for Library employees that are much lower than equivalent positions in City government. There may be a "market adjustment" to increase salaries for the five lowest paid employees.

Joe thanked the Executive Committee for shifting funds not used for the 2023 American Library Association Conference to 2024. He attended the well-worthwhile conference in San Diego last month.

Two retirements in the Children's Department, Mary Schoberth and Rowena Burke are happening soon and concurrently. This will result in being short-staffed. Joe will add hours for the Young Adult librarians and begin search for a replacement Children's librarian.

The Board voted via email to reject the proposal to change its annual meeting schedule; there will continue to be no meeting in August and December.

Joe has spoken to Rhonda Mitchell of the Florence Gray Center about the Library's interest in opening a second branch within the new community learning center. It will be constructed with the \$7.5 million grant from the State of Rhode Island.

A "branch working group" is being formed; Kristie Gardiner, Tanner Jackson and Adrienne Shaw are currently on this committee.

New Business

None.

Adjournment

A motion to adjourn the meeting was made and seconded; meeting was adjourned at 5:31 pm.

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

Respectfully Submitted,

August 14th, 2024

Adrienne Shaw

Secretary to the Board



Property Management Monthly Report July 2024

Security

Unfortunately we dealt with a few security situations this month. They range from an overzealous patron whose insistence on disturbing and interrupting patrons and staff, causing some to feel uncomfortable and not safe, to patrons insulting other patrons, along with all the other nuisance issues like sleeping and not following general rules, led to a busy month. All issues were handled in house by staff, some of which are fluid and will continue to be handled as they present themselves. One of the offenders was put out for a week, but when he returned he continued to bother patrons and has now been issued a no trespass order

Services

Trane mechanical at the Library for contracted P.M. on the air handler and boilers

Innovative Home Systems at the Library to replace a broken security camera and to replace the monitor in front of the circ desk

Simplex Fire Protection at the Library to deliver new fire extinguishers

Coastal Electric at the Library for quarterly fire alarm testing

Rene & Son carpet at the Library to go over P.R. carpet

South Shore Generator at the Library for a service call regarding a failed generator alarm.

Completed Work

- Repair lock on the Reference bathroom door
- Repair leaking exterior water faucet near the loading dock
- Repair the stand that the catalog computer is on in front of the Circulation desk
- Continued weekly steam cleaning of carpets in the high traffic areas of the building
- Replace 5 ballasts throughout the building
- Replace dimming light switch on the Stride Meeting Room
- Continued seasonal grounds maintenance
- Repair broken chair in the Children's Department
- Repair broken play furniture in the Children's play houses
- Install 2 new fire extinguishers hooks and hand new extinguishers in the Library
- Repair leaking sink in the Woman's public restroom

Roof Project Update

I met with Don Hourihan, my contact at Furey Roofing, regarding the roof replacement project. He is preparing an updated proposal with options for us to discuss. He has also scheduled a meeting on (8/19) with the manufacture representative from CertainTeed, the shingle manufacture. He will be at the Library to inform us on the necessary ventilation needed in order for them to warrantee the shingles, on that day we will also be doing a couple of test cuts in the roof to see the condition of the underlayment. I will report on the results of that meeting in my next report. I have also confirmed that Don will be attending the board meeting on 10/17 to answer any questions we may have and to provide insight on the project.

Friends Room Carpet Replacement

The Library has received funding through the city's capital improvement plan to replace the carpet in the P.R. and Aquidneck room. We signed an agreement with Rene and Son carpet and the work will be completed in the fall after the completion of summer reading.

Respectfully submitted,

James Mass
Property Manager
August 8, 2024



Property Management Monthly Report
August 2024

Security

This month we did have to have a no trespass order issued to a patron who was continuously disruptive with other patrons and with staff to the point that some female patrons felt threatened and harassed. The police were notified and issued him the citation.

There was also a situation with a male patron and his service dog not being attended to properly. His dog (a Great Dane) was not at his side at all times and under his control. Due to the stubbornness of this individual the police were called but offered little help. The patron was also condescending and rude to staff.

Service

A representative from CertainTeed shingles, along with a rep from Furey Roofing, were at the Library to inspect the roof to plan for the necessary ventilation for the upcoming roof project

South Shore Generator was at the Library to trouble shoot the issues with the generator. It has been determined that the whole back end of the generator is dead, this is a major repair, and I have requested a price for repair and a price to replace. The lifespan on an exterior generator is about 25 years, which is about how old ours is. I am still awaiting these quotes and will report on them as soon as I receive them

Completed Work

- Replace 4 ballasts throughout the Library
- Repair the faucet in the Children's public bathroom
- Continued steam cleaning in the high traffic areas of the Library
- Repair 2 vacuum cleaners, replace the switch on one of them, and the cord and handle on another
- Repair the door closer on the door near the loading dock entrance
- Continued grounds maintenance and up keep
- Repair and grease the rollers on the gate to the rear lot
- Replace 2 toilet seat in the lower level Woman's public restroom
- Repair the lock on the Spring Street book drop
- Clear trench drain of debris heading up the road to the senior center
- Replace the photo sensor for the exterior lights
- Repair the legs on the computer table in the Y.A. area
- Repair constant running toilet in the Reference bathroom
- Replace the light switch in the upper level machine room
- Replace the span wand on the sink in the staff lounge
- Repair the water valve on one of the carpet cleaners
- Repair and replace the spay wand on the lawn chemical back pack sprayer
- Replace the gasket on the gas tank on the lawn mower
- Prepare annual report

Respectfully submitted,
James Mass, Property Manager
September 5, 2024

