



Minutes of the Finance Committee Meeting  
September 18, 2025  
Newport Public Library  
300 Spring Street, Newport, Rhode Island 02840

## Minutes

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### **In Attendance**

*Finance Committee:* Peter Baylor, Merideth Bonvino, Edwina Sebest

*Excused:* Alan Ridnour

*NPL Staff:* Ann Amaral, Alexandra Calandro

*Also present:* Ken Castiglia, Don O'Brien

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

Ms. Bonvino called the meeting to order at 4:01 PM at which time it was determined that a quorum was present.

### **Minutes of Previous Meetings**

Ms. Bonvino asked for a motion to approve the Minutes of the July 2025 meeting of the Finance Committee. Ms. Sebest made a motion to approve and Mr. Baylor seconded the motion. The motion passed unanimously.

### **Financials**

The Finance Committee discussed the details of a maturing BankNewport CD. A decision on what to do with the CD will be necessary prior to October 3, 2025. Ms. Bonvino recommends negotiating a higher rate as the current rate is 0.349%. The committee unanimously agreed to ask Mr. Tougas at the Board of Trustees meeting if there are better options for the maturing CD. A question was raised regarding the name of two Wells Fargo accounts. One account has Ms. Bonvino's name listed and another has Mr. Logue's name listed. Ms. Bonvino said she would contact Wells Fargo to change the names of these accounts. In regards to the Prince Fund, Ms. Amaral will be providing an update at the next board meeting.

### **Adjournment**

Business being concluded Ms. Bonvino asked for a motion to adjourn. A motion to adjourn was made by Ms. Sebest and seconded by Mr. Baylor. The motion was approved unanimously and the meeting adjourned at 4:19 PM.

Respectfully Submitted,

*Alexandra Calandro*

*Office Manager / Bookkeeper*

*September 18, 2025*



Minutes of the Board of Trustees Meeting  
September 18, 2025  
Newport Public Library  
300 Spring Street, Newport, Rhode Island 02840

## Minutes

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### **In Attendance**

*Board:* Debbie Bailey, Peter Baylor, Merideth Bonvino, Ken Castiglia, Liz Marchi, Charlotte Marshall, Don O'Brien, Edwina Sebest, Dan Tougas

*Excused:* Alan Ridnour, Kristie Gardiner

*NPL Staff:* Ann Amaral, Alexandra Calandro

*For the Friends:* Pat Heller

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

Ms. Bonvino called the meeting to order at 4:30 PM at which time it was determined that a quorum was present.

### **Minutes of Previous Meetings**

Ms. Bonvino asked for any amendments or corrections to the July 2025 Board of Trustees meeting minutes. Ms. Marshall made a motion to approve the minutes as presented and Ms. Sebest seconded the motion. The Board unanimously approved the minutes.

### **Election of Trustees**

Ms. Sebest introduced Mr. Castiglia and made a motion to accept Mr. Castiglia as a member of the Board of Trustees and the Finance Committee. Mr. O'Brien seconded the motion and all were in favor. The Board unanimously agreed to elect Mr. Castiglia as a member of the Board of Trustees and the Finance Committee.

### **Election of Officers**

Ms. Bonvino presented the list of Board Members nominated for an Officer position: Mr. Ridnour for President, Ms. Marchi for Vice President, Ms. Marshall for Secretary, and Ms. Bonvino for Treasurer. Ms. Bonvino asked for a motion to elect the named Officers as presented. Ms. Sebest made a motion to accept the Election of Officers as presented. Mr. O'Brien seconded the motion and all were in favor. The Board unanimously agreed to elect Mr. Ridnour as the President, Ms. Marchi as the Vice President, Ms. Marshall as the Secretary, and Ms. Bonvino as the Treasurer of the Board of Trustees. Mr. Castiglia requested that the current list of Board of Trustees be updated to reflect the updates.

### **Building and Grounds Committee Report (July 2025)**

The Board commented that Jim is very busy.

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

Ms. Heller reported that The Friends July book sale raised \$2,600.00. Seventy coupons for Children's books were redeemed at the bookstore as part of the Children's Summer Reading program. The Friends are sponsoring the registration of eight staff members to attend the New England Library Association Conference in October. They

are also contributing a \$500 honorarium for the keynote speaker. The Friends are holding a celebratory luncheon next week for their members to acknowledge the milestone of \$1,000,000.00 raised for the library. Finally, the Friend's presented a check to Ann for \$35,000.00 for their annual contribution for the 2025 – 2026 fiscal year. This contribution will be used to cover the cost of staff attending the NELA conference, 2026 Children's Summer Reading Program, digitizing the Newport Daily News editions, acquiring books, ebooks, and audiobooks, adult programming, and for general operating funds.

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

Ms. Amaral thanked The Friends for their \$35,000.00 donation to the library. Ms. Amaral began her report with staff news. Ms. Calandro has been appointed Bookkeeper, in addition to her Office Manager role. She is currently taking online bookkeeping classes. We will continue to contract with Kate Leary's firm. The process of interviewing candidates for the Part-Time Administrative Assistant position has begun. Thanks to the Friends, eight librarians are able to attend the New England Library Association annual conference, which happens to be in Newport this year at the end of October. The library had to file a worker's compensation claim for a staff member. Ms. Amaral provided an update on the Audit. It is still ongoing and it is requiring a substantial amount of staff time. One item that took a significant amount of time was creating a six-page internal controls memo. There are ongoing requests for information dating back to 2022. In the past few weeks, there have been more than five zoom meetings related to the audit. The Annual Report is ready! A digital copy has been sent out, but a physical copy can be printed upon request. Ms. Marshall commented on the homebound delivery service and suggested a few more places to reach out to, including St. Clare and Village House. There was a question about Jim's annual report regarding \$12,000 from the city. Ms. Amaral said she would look into this and report back. The Annual Survey has been submitted, which is a lengthy questionnaire, required by the state in order to receive State Grant-in-Aid. Lastly, Ms. Amaral ended her report by asking Mr. Tougas about the Maturing BankNewport CD with a rate of 0.349%. He says that the CD can definitely get a better rate and listed a few options: 7 months at 4%, 1 year at 3.75%, or 18 months at 3.75%. The Board unanimously decided to go with the 18 month at 3.75% option.

Prior to adjournment, Mr. O'Brien recommended an article from the PVD Journal explaining Rhode Island's public libraries 501(c)(3) non-profit status.

### **Adjournment**

Business being concluded, Ms. Bonvino asked for a motion to adjourn the meeting, Mr. Baylor made a motion to adjourn and Ms. Sebest seconded the motion. The vote was unanimous to adjourn the meeting at 5:06 PM.

Respectfully Submitted,

*Alexandra Calandro*  
*Office Manager / Bookkeeper*  
*September 18, 2025*