



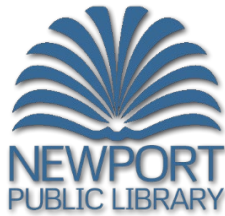
Newport Public Library
Finance Committee of the Board of Trustees
November 20, 2025 at 4:00 PM
300 Spring Street, Newport, RI 02840

Agenda

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| 1. Call to order and determination of a quorum | Merideth Bonvino |
| 2. Approval of Minutes - October Finance Committee | Merideth Bonvino |
| 4. Financials (attached; printed copies available in office) | Merideth Bonvino |
| 5. Adjournment | Merideth Bonvino |

Next scheduled meeting: January 15, 2026 at 4:00 PM.

Please email [Alexandra Calandro](mailto:Alexandra.Calandro@newportlibrary.org) if you are unable to attend; or call 847 8720, x101.



Newport Public Library
Board of Trustees Meeting
November 20, 2025 at 4:30 PM
300 Spring Street, Newport, RI 02840

Agenda

- | | |
|--|--------------|
| 1. Call to order and determination of a quorum | Alan Ridnour |
| 2. Approval of Minutes - October Trustees meeting | Alan Ridnour |
| 3. October 2025 Building and Grounds Report | As Submitted |
| 4. Friends of the Newport Public Library Report | Pat Heller |
| 5. Action item: Review and approve
Internet and Computer Use Policy | Ann Amaral |
| 6. Library Director's Report | Ann Amaral |
| 7. Adjournment | Alan Ridnour |

Next scheduled meeting: January 15, 2026 at 4:30 PM.

Please email [Alexandra Calandro](mailto:Alexandra.Calandro@newportlibrary.org) if you are unable to attend; or call 847 8720, x101.



Minutes of the Finance Committee Meeting
November 20, 2025
Newport Public Library
300 Spring Street, Newport, Rhode Island 02840

Minutes

In Attendance

Finance Committee: Merideth Bonvino, Ken Castiglia, Alan Ridnour, Edwina Sebest

NPL Staff: Ann Amaral, Alexandra Calandro

Also present: Don O'Brien

Excused: Peter Baylor

Call to Order & Determination of a Quorum

Ms. Bonvino called the meeting to order at 4:00 PM. A quorum was determined to be present.

Minutes of Previous Meetings

Ms. Sebest noted that item #2 on the agenda listed an incorrect month. Ms. Sebest made a motion to approve the November Finance Committee agenda with the corrected month. Mr. Castiglia seconded the motion. The motion passed unanimously.

Ms. Sebest made a motion to approve the minutes of the October Finance Committee meeting. Mr. Castiglia seconded the motion. The motion passed unanimously.

Financials

The committee reviewed the financial statements.

Ms. Bonvino noted that the library received its month allocation checks from the City of Newport. A question was raised regarding the "Other Government Grants" line. Ms. Amaral explained that this line reflects quarterly payments from OLIS, with the next payment expected in December.

Ms. Sebest asked whether Friends of the Newport Library donations are included in the "Gifts & Donations" line. Ms. Amaral confirmed that this line included all donations made to the library, including the Friends donations. Ms. Calandro stated that she could look into separating the Friends donations into a distinct line item for clearer tracking.

Ms. Sebest asked about payments listed under line 6100-11, "Attorney Fees". Ms. Amaral explained that the library is working with legal counsel regarding a medical accommodation matter.

Mr. O'Brien asked about line 6100-09, "HR Employment Legal Matter." Ms. Amaral explained that the library subscribes to the Employers Association of the Northeast for human resources support, as the library does not

have an internal HR department. Mr. O'Brien requested additional information about the subscription and billing frequency. Details will be provided at the next Finance Committee meeting.

Ms. Sebest asked about the Retiree Benefits listed in the 8500's. Ms. Amaral explained the retiree benefits provided through the City of Newport.

Ms. Sebest also asked about line 9999, "Suspense". Ms. Calandro explained that this is a temporary holding account for transactions that have not yet been assigned to a specific category or class.

Adjournment

There being no further business, Ms. Bonvino requested a motion to adjourn. Mr. Ridnour made the motion, and Mr. Castiglia seconded. The motion passed unanimously and the meeting adjourned at 4:11 PM.

Respectfully Submitted,
Alexandra Calandro
Office Manager / Bookkeeper
November 20, 2025



Minutes of the Board of Trustees Meeting
November 20, 2025
Newport Public Library
300 Spring Street, Newport, Rhode Island 02840

Minutes

In Attendance

Board: Debbie Bailey, Merideth Bonvino, Ken Castiglia, Kristie Gardiner, Don O'Brien, Alan Ridnour, Edwina Sebest, Dan Tougas

NPL Staff: Ann Amaral, Alexandra Calandro

Excused: Peter Baylor, Liz Marchi, Charlotte Marshall

Call to Order & Determination of a Quorum

Mr. Ridnour called the meeting to order at 4:30 PM. A quorum was determined to be present.

Minutes of Previous Meetings

Mr. Ridnour asked for any amendments or corrections to the agenda or meeting minutes.

It was noted that the agenda incorrectly listed the wrong month in line item #3, Building and Grounds Committee Report. Ms. Sebest made a motion of approve the November meeting agenda with the corrected month. Ms. Bonvino seconded the motion. The motion passed unanimously

Ms. Calandro noted that the final line of the Library Director's Report in the previous meeting minutes was cut off and should state: "Ms. Amaral noted that she would be sending out information on a Trustee Basics Zoom meeting scheduled for November 6, 2025, from 5:00–6:30 PM, and that the library would be closing early at 5:00 PM the day before Thanksgiving."

Mr. Ridnour also clarified that he adjourned the previous meeting, not Ms. Bonvino.

Ms Sebest made a motion to approve the minutes of the October meeting with the noted corrections. Ms. Bonvino seconded the motion. The motion passed unanimously.

Building and Grounds Committee Report

Mr. Ridnour asked for an update regarding the roof leak Mr. Mass mentioned in his repor. Ms. Amaral said that the issue was fixed and there have been no leaks. Regarding the de-escalation training, Ms. Amaral reported it went well and that she and Mr. Mass attended. She is considering scheduling additional training, so that all staff may participate.

Friends of the Newport Library Report

Ms. Sebest reported that The Friends Holiday Sale dates have changed and will now run from Thursday, December 4th through Thursday, December 11th.

The Library removed 70 novels from the Young Adult Spanish section due to low circulation and donated them to the Friend's bookstore. Young Adult novels do not sell well in the bookstore, so Ms. Sebest contacted a local non-profit, "Conexión Latina", which gratefully accepted the donation.

Action Item: Review and approve updated Internet and Computer Use Policy

Ms. Amaral presented an updated Internet and Computer Use Policy, noting that two existing policies had been merged into one. She stated the department heads were involved in reviewing and revision the policy.

Board members discussed how the policy compares to those of other libraries, with Ms. Amaral stating that it compares favorably. Discussion also included the current policy allowing children to be in the library without supervision at eight years of age. Ms. Bailey expressed that this age may be too young and Ms. Amaral indicated that she would bring this issue back to the Board for further discussion when reviewing the related policy.

Ms. Sebest made a motion to approve the updated Internet and Computer Use Policy as written. Mr. O'Brien seconded the motion. The motion passed, with Mr. Ridnour opposed.

Following approval, a motion was made to reconsider the passage of the policy. Ms. Gardiner made the motion, and Mr. O'Brien seconded. The motion reconsider failed, with Ms. Bailey Ms. Bonvino, Ms. Gardiner, and Mr. Tougas voting in favor, and Mr. Castiglia, Ms. Sebest, Mr. O'Brien, an Mr. Ridnour voting opposed. The Internet and Computer Use Policy remains approved as written.

Library Director's Report

Ms. Amaral shared staff updates, announcing that Dan Rohelia has been promoted to Head of Reference and Adult Services. This promotion creates an additional vacancy in the Reference Department. Allyson Neurohr has been hired to fill the Reference Librarian position vacated by Sean Doherty and will begin employment on Monday, December 8, 2025.

Ms. Amaral reported she confirmed with Stacy Di Cola of the Rhode Island Secretary of State's Office that the Open Meetings Act has reverted to its pre-pandemic provisions, under which teleconferencing is not permitted except for members of the military on active duty or individuals with disabilities.

The report concluded with reminders that the library will be closed on Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. There will be no Board meeting in December. The next meeting will be held on Thursday January 15, 2026.

Adjournment

Prior to adjournment, Mr. Tougas presented Ms. Amaral with a \$200.00 donation on behalf of Bank Newport. Business being concluded, Mr. Ridnour asked for a motion to adjourn the meeting, Ms. Bonvino made a motion to adjourn and Ms. Bailey seconded the motion. The vote was unanimous to adjourn the meeting at 5:00 PM.

Respectfully Submitted,

Alexandra Calandro
Office Manager / Bookkeeper
November 20, 2025