



Newport Public Library
Finance Committee of the Board of Trustees
January 23, 2025 at 4:00 PM
300 Spring Street
Newport, Rhode Island 02840

Agenda

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| 1. Call to order, determination of a quorum | Alan Ridnour |
| 2. Additions or amendments to the Agenda | Alan Ridnour |
| 3. <i>Action item:</i> Minutes of the November Finance Committee | Alan Ridnour |
| 4. Financials (attached; printed copies available in office) | Alan Ridnour |
| 5. <i>Action item:</i> Adjournment | Alan Ridnour |

Next scheduled meeting: February 20, 2025 at 4:00 PM.

Please email [Alexandra Calandro](#) if you are unable to attend; or call 847 8720, x101.



Newport Public Library
Board of Trustees Meeting
January 23, 2025, at 4:30 PM
300 Spring Street
Newport, Rhode Island 02840

Agenda

- | | |
|---|--------------|
| 1. Call to order and determination of a quorum | Alan Ridnour |
| 2. Additions or amendments to the Agenda | Alan Ridnour |
| 3. <i>Action item:</i> Minutes of the November Trustees meeting | Alan Ridnour |
| 4. December 2024 Building and Grounds Committee Report | As Submitted |
| 5. Friends of the Newport Library Report | Pat Heller |
| 6. Library Director's Report | Joseph Logue |
| 7. <i>Action item:</i> Adjournment | Alan Ridnour |

Next scheduled meeting: Thursday, February 20, 2025 at 4:30 PM.

Please email [Alexandra Calandro](#) if you are unable to attend or call 847 8720, x101.



Minutes of the Finance Committee of the Board of Trustees
January 23, 2025
Newport Public Library
300 Spring Street, Newport, Rhode Island 02840

In Attendance

Finance Committee: Peter Baylor, Alan Ridnour, Edwina Sebest;
Excused: Merideth Bonvino;
Also present: Don O'Brien, Joseph Logue, and Alexandra Calandro.

Call to Order, Determination of a Quorum, and Agenda

Mr. Ridnour called the meeting to order at 4:03 PM and it was determined that a quorum was present. There were no edits or amendments to the agenda as presented and filed.

Minutes of Previous Meetings

The Minutes of the November meeting of the Finance Committee were approved unanimously on a motion by Mr. Baylor which was seconded by Ms Sebest.

Reports

The Financial Reports were presented prior to the meeting of the Finance Committee. The reports were Profit & Loss statements and the Balance Report. The reports were met with general approval. The goal of consolidating accounts was discussed and a March date is planned for this project to be finished.

Adjournment

Business being concluded, Ms Sebest made a motion to adjourn the meeting, which was seconded by Mr. Baylor. The motion passing unanimously, Mr. Ridnour adjourned the meeting at 4:09 PM.

Respectfully submitted,

Joseph Logue
Library Director
January 24, 2025



Minutes of the Board of Trustees Meeting
January 23, 2025
Newport Public Library
300 Spring Street, Newport, Rhode Island 02840

In Attendance

Board: Debbie Bailey, Peter Baylor, Kristie Gardiner, Don O'Brien, Alan Ridnour, Edwina Sebest;
Excused: Merideth Bonvino, Tanner Jackson, Charlotte Marshall, Judy McCarthy;
NPL Staff: Joseph Logue, Alexandra Calandro, Ann Amaral;
For the Friends: Pat Heller.

Call to Order & Determination of a Quorum

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

Approval of Agenda

A motion was made by Ms. Sebest to approve the agenda with no additions or amendments. Mr. Baylor seconded the motion and the trustees unanimously approved the agenda.

Minutes of Previous Meetings

A motion was made by Ms. Sebest to approve the November Trustees meeting minutes with no additions or amendments. Mr. Baylor seconded the motion and the trustees unanimously approved the minutes. The Board addressed the October 2024 minutes and by unanimous consent confirmed their passage..

Building and Grounds Committee Report

The Board commented that the Property Management Team always works so hard. Everyone agrees that the entire department is terrific. Ms. Bailey commented that the sidewalk looked great, even after all of the snow and ice we got. Mr. Logue agreed and said that Jim is very proactive. Jim and Walter came in on their day off to remove any snow and ice.

Friends of the Newport Library Report

Ms. Heller reported that the Friends welcomed a new Board member, Dorothy Murphy, who volunteers in the back room organizing children's books. The December Holiday sale was a great success that raised \$5,300. The Bookstore is having another sale that will run from February 13th through February 20th. All children's and adult books will be \$1. The Friends presented a check to the Library Director for \$950, which covers a year's membership in the Chamber of Commerce for the Library and a performance by Hungry Town for an April concert.

Library Director's Report

The Library Director started his report by thanking The Friends for the \$950 check. The Chamber membership has great benefits for the Library, as they host many networking events and meetings. Mr. Logue mentioned that he wants to see all staff benefit and will ask about key tags. This membership will also be helpful during the NELA conference, which is located in Newport this year on October 25 – 28, 2025 at the Marriott Hotel. The first NELA Committee meeting is scheduled for March. The committee currently has four Library staff members: Alexandra Calandro, Kirby Lee, Joseph Logue, and Moriah Smith who have volunteered to help with the event.

Mr. Logue mentioned that Friday, January 24th, there is a Time Capsule Reveal Event in the Friend's Program Rooms at the Library. The Naval War College is hosting the event and have marketed the event. Library staff members will be ready to assist with any problems that may arise.

The Annual Appeal has generated \$19,778 in donations so far. For the first time ever, the Library has received two donations in the form of stocks.

In regards to the roofing project, The Champlain Grant has been completed and submitted. Jim Nolan, the acting CFO of the City, encouraged Mr. Logue to apply for City funding for 50% of the roofing project, which is \$225,000. The roofing project will affect the parking lot and Aquidneck Park side of the building. The Library might lose some parking spots during this time, there will be portable toilets set up for the construction workers, and tenting set up as a safety precaution for any loose debris. Mr. Logue mentioned that St. Mary's Church has a large parking lot and he will ask if they can be accommodating during this time.

The Secretary of State's office has informed Mr. Logue that Board Members are not allowed to Zoom into meetings and that participation should be in-person only. Regarding the topic of Board Members, Mr. Ridnour encouraged everyone to consider community members who could be valuable additions to the Board. The current conditions require that Board members either live or work in Newport, RI. Mr. Logue says that if there is a desire to expand these conditions to allow for a broader reach, the bylaws would have to be voted on.

Mr. Logue ended his report by saying that due to family obligations that are beyond his control, he cannot attend the February meeting. Ann Amaral will be attending and providing the Director's Report in his place.

Ms. Gardiner asked for an update on the branch. Currently, there is no movement, however Ms. Bailey suggested that we reach out to Kelly Cohen at the Boys and Girls Club and also mentioned that there is a Community Learning Center update and that there has been progression of renovation of the Florence Gray Center. Ms. Gardiner asked if the branch location would be open 60 hours a week, which Mr. Logue responded that the early morning, after school, and weekend period would be more realistic in terms of staffing. The location needs to be nailed down first.

Adjournment

Business being concluded, Mr. Ridnour asked for a motion to adjourn. Ms. Sebest made the motion and Mr. Baylor seconded the motion. The vote was unanimous to adjourn at 5:05 PM.

Next meeting will be held on Thursday, February 20, 2025, at 4:30 PM.

Respectfully Submitted,

Alexandra Calandro
Administrative Assistant
January 24, 2025



Property Management Monthly Report January 2025

Upcoming work and repairs

Unfortunately we had a few HVAC breakdowns that require repair and will be completed in early February. I will try to give a description of each repair along with an update on the upcoming roof project.

Lower Level Lobby Fan

In the ceiling right inside the Spring Street entry door, there is a heating unit and fan that is supposed to come on and blow warm air when the thermostat calls for it. This is important during the winter because that warm air provides a buffer when the doors open that limits cold air rushing in and warm air rushing out. This unit broke down this month. The first course of action was to test the thermostat to make sure it was working properly, when tested it actually was not working as it should so I ordered a thermostat and replaced it on 1/24, this unfortunately did not fix the issue so that means the valve actuator is most likely faulty. Unfortunately the actuator is located in a sheet rocked ceiling and required me to cut in a hole, and will later install an access panel when the repair is complete, in the ceiling to allow access. I did this on 1/28, the plumber then came to see what parts he needs, ordered the parts and will return when the parts arrive to make the repair. Once the repair is made and we are sure the unit is running properly, I will install an access panel and paint the ceiling as necessary. I will report on the repair in next month's monthly report.

Lower Level Lobby VAV box TEC

Also in the lower level lobby, located in the ceiling, there is what is called a VAV box, these control air flow and heated or cooled air to specific areas. On the side of a VAV box is a HVAC control called a TEC, the TEC takes commands from the software to control the VAV box. Well, the TEC on the VAV box that controls the lower lobby is bad and needs to be replaced. Once again, this required me to cut an access panel under the box to gain access. I have done that and installed an access panel already. Siemens Controls will be at the library on 2/10 to install a new TEC. In the meantime we have bypassed the TEC to provide heat to the space, we cannot control the flow but at least the space has heat until the repair is made. I will update in the next report

Back Flow

The library has 3 backflow valves on its plumbing system, a backflow keeps water from being sucked out of the building and back into the public supply. Well the backflow that is located on the main supply sprung a leak. It is required by law that a licensed plumber services backflows so I called our plumber for a repair, he came to the library and temporarily stopped to leak, this gives him time to order a rebuild kit and install it when it arrives. It is also required by law that all backflows are inspected annually, we are due in February so I will be scheduling the inspection next week.

Roof Project Info

So weather permitting, Furey may have crews on site as soon as February to begin work on some of the rubber roofs, all shingles sections will begin in March as scheduled. As of now on March 17th crews will begin installing scaffolding "tunnels" at both entrances on 3/17. These tunnels will allow safe passage of safe and patrons to and from the building. I have been told there will be no more than 6 work trucks onsite at one time and Joe has indicated that he would talk to the church for added parking if necessary. I have been assured that all crane work will take place early morning or on Sundays to limit and disruption to the parking and building access. The crane will not be stored on site. There will be 2 dumpster on site and the will be constantly moved depending on what section of the roof is being worked on. As for the Port-a-Potties, I was told we can decide where they go when they

arrive, there will be 2 of them and they will be locked nightly and empties weekly or more if necessary. I have been informed that the original shingle chosen for this project may not be available at the start of our project, so I have chosen a second type of shingle if the original is unavailable and if that ends up being the shingle there will be a \$15,130 reduction in the overall cost of the project. Both shingles carry the same warrantee and wind rating.

Patterson Kelly Boiler

Early in the month the PK boiler, which provides heat to half the building was continuously tripping on “flame failure”. This has been a reoccurring issue that we have tried to address a few times already with temporary success at best. So a service call was placed to Trane. They located a PK specialist and he seemed to fix the issue by adjusting the flow of gas and the igniter, but did indicate that the boiler was nearing the end of its life.

Security

We had a male patron who was intoxicated and passed out right outside the parking lot entrance, he was told he had to move from the entrance and later he made his way to the lower lobby when he was passed out and unable to be woke. The police were called and they removed him from the building

Services

Trane Mechanical at the library to address issues with the Patterson Kelly boiler

Siemens Building technologies was at the library for scheduled PM on the HVAC controls and to address the failed TEC issue in the lower lobby- they will return on 2/10 for the final repair

Donavan and Sons plumbing was at the library to make a temporary repair on the backflow located in the main water room on the lower level, will return when parts arrive

Encore Fire Protection at the library for contracted sprinkler system inspection

Coastal electric at the library for contracted quarterly testing of the fire alarms

Completed Work

- Remove prep and paint metal door and casing in the admin office
- Repair two sections of Fernco located on the drain lines that were loose and causing a small leak. Ceiling tiles were also cut to fit and replaced
- Cut hole in ceiling and install access panel outside lower level bathrooms
- Cut hole in ceiling (waiting on access panel) right inside the Spring Street entrance
- Install new eye wash station in the staff lounge

Respectfully submitted,

James Mass

Property Manager

January 24, 2025