



Newport Public Library
Finance Committee of the Board of Trustees
February 20, 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 | Merideth Bonvino |
| 2. Additions or amendments to the Agenda | Merideth Bonvino |
| 3. <i>Action item:</i> Minutes of the January Finance Committee | Merideth Bonvino |
| 4. Financials (attached; printed copies available in office) | Merideth Bonvino |
| 5. <i>Action item:</i> Adjournment | Merideth Bonvino |

Next scheduled meeting: March 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
February 20, 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 January Trustees meeting | Alan Ridnour |
| 4. Building and Grounds Committee Report | As Submitted |
| 5. Friends of the Newport Library Report | Pat Heller |
| 6. Library Director's Report | Ann Amaral |
| 7. <i>Action item:</i> Adjournment | Alan Ridnour |

Next scheduled meeting: Thursday, March 20, 2025 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
February 20, 2025
Newport Public Library
300 Spring Street, Newport, Rhode Island 02840

In Attendance

Finance Committee: Merideth Bonvino, Peter Baylor, Don O'Brien, Alan Ridnour, Edwina Sebest
Also present: Ann Amaral, Alexandra Calandro

Call to Order & Determination of a Quorum

Ms Bonvino called the meeting to order at 4:04 PM at which time it was determined that a quorum was present. There were no edits or amendments to the agenda as presented.

Minutes of Previous Meetings

The Minutes of the January 2025 meeting of the Finance Committee were approved unanimously on a motion by Ms Sebest which was seconded by Mr. Baylor.

Adjournment

Business being concluded, Ms Bonvino made a motion to adjourn to which Ms Sebest seconded. The motion was approved unanimously at 4:16 PM.

Respectfully Submitted,

Alexandra Calandro
Administrative Assistant
February 20, 2025



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

In Attendance

Board: Alan Ridnour, Merideth, Bonvino, Debbie Bailey, Peter Baylor, Kristie Gardiner, Don O'Brien, Edwina Sebest;

Excused: Tanner Jackson, Joseph Logue, Charlotte Marshall, Judy McCarthy;

NPL Staff: Ann Amaral, Alexandra Calandro;

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

There being no changes to the agenda the Board voted unanimously to approve them as presented.

Minutes of Previous Meetings

Upon the request of Mr. Ridnour, a motion was made by Ms Sebest to approve the January Trustees meeting minutes with no additions or amendments. Ms Bonvino seconded the motion and the Trustees unanimously approved the minutes.

Building and Grounds Committee Report

The Board expressed their continued appreciation for the work of the Property Team as headed by Jim Mass.

Friends of the Newport Library Report

Ms. Heller reported that the month of January was quiet but that February is rolling along. The Winter Book Sale had raised over \$1,100.00 at the time of the Board meeting. Because of the ongoing success the sale was extended to February 24, 2025. Additionally, the Executive Board of the Friends will be hearing a presentation by Youth Services Department Head Cathy Gould at their meeting on March 13th. This is in regards to the application for funds to supplement the Summer Reading Program 2025.

The Friends annual membership appeal will be in May to avoid any overlap with the Library's annual appeal. There will be a semi-annual meeting for all volunteers.

Library Director's Report

Ann Amaral, the Assistant Director and Head of Adult Services, reported to the Board in Mr. Logue's absence. Ms Amaral reported that the digital service Hoopla has been adjusted to allowing four loans per patron per month due to overwhelming demand. There will be a subsequent increase to this budget line item of \$500.00 per month through June. Ms Amaral explained the pricing and borrowing breakdown for Libby and Hoopla.

There was a significant donation of stocks to the Library that resulted in the Annual Appeal passing the projected amount by approximately \$12,000.00.

Black History Month saw the annual installation of quilts by Veronica Mays. Ms Mays's quilts are magnificent and due to a large part of the displaying being portrayals of women Mr. Logue requested that she continue the display through March for National Women's Month, to which Ms Mays graciously agreed. Consequent to the quilt display, author C.J. Martin will discuss his book, *The Precious Birthright: Black Leaders and the Fight to Vote in Antebellum Rhode Island*, on Tuesday, March 4th.

The music series conducted by Adult Services is well-attended and much appreciated by patrons. There will be an additional concert by Hungrytown in April thanks to the generous support of the Friends.

Bank account information will be added to the March 20, 2025 meeting.

The AARP Tax Assistance program is still going strong with much help being given to Newport residents. Their last day at the Library will be Thursday, April 10th. The Library has traditionally supplied a pizza party for the volunteers and all they do for Library patrons and Newporters in general.

Adjournment

Business being concluded, Mr. Ridnour asked for a motion to adjourn. Mr. Baylor made the motion and Ms Sebest seconded the motion. The vote was unanimous to adjourn at 4:50 PM.

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

Respectfully Submitted,

Alexandra Calandro
Administrative Assistant
February 20, 2025



Property Management Monthly Report February 2025

Security

This month most of the security issues were minor and handled by staff, however one incident was not, a male patron was sitting at a computer when another male patron sat at a computer directly across from him, out of nowhere the first mentioned patron began yelling homophobic and racial slurs at the other patron who did nothing to provoke the incident and apparently did not even know the other patron at all. The offending patron was told to leave by reference staff and did so, yelling profanities on the way out. When I was made aware of the situation I wanted to have a no trespass citation issued to him. The police did not know him and could not find him (we do not know his name) so a citation was not issued. The police told us to call if he returns and they will handle it then. The patron has not returned since the incident.

Services

Siemens Building technologies at the library to replace the TEC on a VAV box in the lower level ceiling

\$75.00 Back Flow at the library to inspect our 3 back flows

Donavan and Sons at the library to replace a valve actuator in the ceiling near the lower lever entrance

Trane was at the library for scheduled P.M. on HVAC equipment

Donavan and Sons were also at the library to rebuild a leaking back flow so it would pass inspection, will return to do the same on another one

Furey Roofing was at the library to begin to remove the pavers on the flat roof over the Spring Street entrance

Encore Fire Protection here for quarterly inspection of the sprinklers

Upcoming projects

Over the last couple of weeks I had some complaints that the hot water was rusty in color, I at first, attributed it to the work done on the back flow but after it continued I suspected the hot water heater could be an issue. I had Donovan and sons come and check it out and they confirmed it was no good and needed replacement. We knew the Hot water heater was nearing replacement age and put a request for funds to complete the job in the city's CIP plan. It was approved and we have been waiting for the funds but they never came. We can no longer wait so we approved replacement with Donovan's and am awaiting an install date. I have been told it would take a couple weeks to get the necessary tank so I expect it to be completed mid to late March.

For a while we have been dealing with issues concerning the Patterson Kelly boiler that provides heat to the Reference side of the building. The issue we have been having is at least once a week it fails to start on "flame failure". We have had Trane try to address this issue a number of times, as recently as 2/27, and all their efforts have only resulted in short term success but eventually the issue starts again. Once the boiler is reset it works without issue so it's not an issue that keeps the building without heat for long periods of time, however if I am not here to reset it, either a weekend, after my shift, or on leave, it can become an issue. This morning I spoke with Trane and they are reaching out to the manufacturer to see if they have any ideas but the response seems to be that the boiler is 25 years old and replacement should be in the future. Considering all the building related expenses this year, roof, generator, water heater, I am doing my best to keep it running for a while longer, but we need to remember that everything in the building was new at the same time so now everything is old at the same time so future building related large expenses should be expected and planned for. I will report on this issue as need be. Next up is the roof project, I had the city at the library last week to trim back all tree away from the building to make access easier. The scaffolding will be going up over the entrance ways on 3/17 and as long as the weather hold up the project will begin right after that. All permits have been approved for the job so we are good to go. I

will be meeting with Furey and the shingle installer on 3/5 to discuss the details and the plan for the project and to bring up any concerns we may have, but ,weather permitting, we should be under way in a couple weeks.

Completed Work

- Prep and paint the ceiling in the lower level entrance way
- Repair leaking faucet in the children's rest room
- Install new metering cartridges in the first sink in the woman's public restroom
- Install 2 new through the counter soap dispenser in the woman's public restroom
- Locate and repair 2 leaks in the shingles area of the roof on the south west side of the building
- Replace 3 ballast throughout the building
- Install new weather stripping on the door heading to the attic
- Snow removal for 1 storm
- Clean out trench drain heading to the senior center
- Repair broken auger shaft and Shute on one of the large snow blowers
- Replace a broken belt of the exhaust fan for the bathrooms
- Replace the toilet seat in the circulation bathroom
- Replace the dimmer switch in the Stride Meeting Room
- Continued carpet cleaning of high traffic areas
- Repair broken window blind in the Children's Program Room
- Repair and reinstall wire mold in the Circulation work room

Respectfully submitted,

James Mass
Property Manager
March 4, 2025