



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

## Agenda

---

- |  |                  |
|--|------------------|
| 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 February Finance Committee | Merideth Bonvino |
| 4. Bank Account Updates  | Joseph Logue     |
| a. Maturing CDs (BankNewport)                                    |                  |
| b. Disposition of Stock Donations                                |                  |
| 5. Financials (attached; printed copies available in office)     | Merideth Bonvino |
| 6. <i>Action item:</i> Adjournment                               | Merideth Bonvino |

Next scheduled meeting: April 17, 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  
March 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 February Trustees meeting | Alan Ridnour  |
| 4. February 2025 Building and Grounds Committee Report          | As Submitted  |
| 5. Friends of the Newport Library Report                        | Edwina Sebest |
| 6. Library Director's Report                                    | Joseph Logue  |
| a. Employee Retention Credit                                    |               |
| b. Timeline   |               |
| 7. <i>Action item:</i> Adjournment                              | Alan Ridnour  |

Next scheduled meeting: Thursday, April 17, 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 Meeting  
March 20, 2025  
Newport Public Library  
300 Spring Street, Newport, Rhode Island 02840

**In Attendance**

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

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

Ms Bonvino called the meeting to order at 4:02 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 February 2025 meeting of the Finance Committee were approved unanimously on a motion by Mr Baylor; Ms Sebest seconded. The motion passed unanimously.

**Update on Banking and Stocks**

Mr. Logue gave an overview of the state of the Library's various bank accounts and their consolidation. He also described the process by which donated stocks (a new occurrence for the Library within the Library Director's memory) are acquired, transferred, traded, and deposited.

**Adjournment**

Business being concluded, Ms Bonvino made a motion to adjourn to which Ms Sebest seconded. The motion was approved unanimously at 4:21 PM.

Respectfully Submitted,

*Joseph Logue*  
*Library Director*  
*March 2025*



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

### **In Attendance**

*Board:* Debbie Bailey, Peter Baylor, Merideth Bonvino, Kristie Gardiner, Charlotte Marshall, Don O'Brien, Alan Ridnour, Edwina Sebest;  
*NPL Staff:* Joseph Logue, Alexandra Calandro;

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

Mr. Ridnour called the meeting to order at 4:33pm. A quorum was determined at 4:33pm

### **Approval of Agenda**

The board unanimously agreed to approve the agenda following corrections to items four and five on the agenda.  
#4. "December 2024 Building and Grounds Committee Report" will be corrected to "February 2025 Building and Grounds Committee Report".  
#5. Edwina Sebest will present the Friends of the Newport Library Report.

### **Minutes of Previous Meetings**

A motion was proposed by Ms. Bonvino to amend the February meeting minutes to reflect her attendance. Mr. Baylor seconded the motion, and the trustees unanimously approved the minutes with this amendment.

### **Building and Grounds Committee Report**

The roofing project is currently underway, and significant progress is being made.

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

Ms. Sebest provided a report on recent community activities and sales. The February Sale, which lasted for 10 days, generated a total of \$2,619 in sales. Due to the ongoing roofing project, The Friends will not be hosting a sale in April; however, they do have a sale scheduled for August.  
The Children's Summer Reading presentation, led by Cathy Gould, was a success. Initially requesting \$3,500, The Friends generously approved a donation of \$4,000 to support the initiative.  
Ms. Sebest met with a professor from Salve Regina, who sought deaccessioned books for use as props in his Theater Movement classes. The meeting resulted in the professor leaving with two shopping bags filled with books. Additionally, Teen Librarian Lindsey successfully coordinated an opportunity for 15 students from Thompson Middle School to visit and shop in the bookstore.  
Lastly, a volunteer appreciation party is scheduled to take place in the Friends Room on April 17<sup>th</sup>.

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

The Library Director commenced his report by expressing gratitude to The Friends for their generous \$4,000 donation to the Summer Reading Program. Mr. Logue informed the board that the Employee Retention Credit for \$110,000 from the Recovery Act has been suspended. Additionally, the Library Director recently announced his resignation and presented the board with a proposed timeline for his departure, which was met with no objections. The topic of the Library Director's resignation prompted an extensive discussion on the necessary action items and various considerations that will arise from his departure, including updating the job description for this position and

forming a search committee to review applicants and conduct interviews. There were many questions regarding the Open Meetings Act, which the Search Committee might need to consider when they begin to meet. There were various discussions regarding what should be required of the next Library Director. Mr. Logue informed the board that it is a state requirement in Rhode Island that Library Directors have an MLIS. Mr. O'Brien expressed his belief that the Library Director should conduct annual staff performance reviews. Ms. Bonvino recommended the library consider hiring a part-time bookkeeper and Mr. Logue agreed.

### **Adjournment**

Business being concluded, Mr. Ridnour asked for a motion to adjourn. Ms. Sebest made the motion and Ms. Bonvino seconded the motion. The vote was unanimous to adjourn at 5:32 PM.

Next meeting will be held on Thursday, April 17, 2025, at 4:30 PM.

Respectfully Submitted,

*Alexandra Calandro*  
*Administrative Assistant*  
*March 20, 2025*



## Property Management Monthly Report March 2025

### Security

There were no major security issues this month, all issues were minor in nature and handled in house by my staff

### Services

Donavan and Sons plumbing at the library to install a new hot water heater and expansion tank. This was put in to avoid catastrophic flooding with the old heater showing signs of rusting from the inside out. Most hot water heaters have an expected life expectancy of 7-9 years and the tank we replaced was 13 years old.

Donavan and Son's plumbing at the library to free and deep clog in the drain line that allows the Woman's public restroom sinks to drain properly. Also, when the plumbing underneath those 3 sinks were removed they crumbled from being rotted so new ADA assessable traps and drains were installed under all 3 sinks. ADA traps are required to allow a wheelchair to pull up to the sinks without hitting their knees on the piping. These traps and drain lines needed to be soldered in so I had to have Donovan do the replacements. They also rebuilt the back flow located in the attic.

Furey Roofing at the library to begin the roof project, scaffolding was put in place and the shingle portion of the roof is complete, the roof was striped, ply wood installed and then, fire and ice, tar paper and shingles. So far it's gone as planned and better than expected. They worked 12 hour days 7 day a week so we are ahead of schedule. Now the rubber sections and the metal work is being worked on and, weather permitting, should be completed in about 2 weeks. At that point another company will come in and install fixed tie offs on the roof so I can tie myself off for safety when I am doing something on the roof. On another roof related note, Furey issued a change order to reduce our cost by \$22,575.00. Due to the change of shingles, we were not required to use metal in the valleys so this cost adjustment reflects the elimination of said metal.

Trane Mechanical was at the library multiple times this month to try to address the issues we are having with the Patterson Kelly Boiler. For some time now this boiler will go into flame failure and fail to start requiring he boiler to be reset multiple times per day, we have tried many different solutions like new controllers and computers, new firing rod, adjusted the gas valve, and yesterday replaced the whole burner assemble as was recommended by the manufacturer. It has been 24 hours and it has worked as it should so far! So I am optimistic this has solved it but not convinced as of yet. We have been told that replacement is recommended, this would be very expensive and a time consuming project, I have begun the process of getting prices and will update as I receive the quotes. If the burner assembly doesn't work the only thing left to do would be to replace the heat exchanger which is an extremely expensive project. I would like to add that we were very lucky 25 years ago when everything in this building was new, now, unfortunately, everything is now old and in many cases beyond its life expectance. We must plan for extensive work to the boilers and other mechanical equipment in the not so distant future.

### Completed Work

- Repair leaking sink trap in the Men's staff bathroom
- Repair broken shelving unit in the Children's department
- Replace 5 ballasts throughout the building
- Repair the sink in the bathroom of the Aquidneck Room
- Replace the handle on the center stall in the Woman's Public Restroom
- Repair the weather stripping on the door going to the attic

- Continued steam cleaning carpets in the high traffic area
- Prepare all winter equipment for seasonal storage
- Repair two broken chairs in the circulation department
- Replace pleated filters in the RTU
- Replace the belt on the roof top exhaust fan
- Replace the light switch in the work shop
- Repair the door handle on the reference bathroom
- Replace through the counter soap dispenser in the men's public restroom
- Hang new art work in the upper lobby
- Replace electrical outlet in the circulation work room
- Repair peeling wallpaper seams in upper and lower lobbies

Respectfully Submitted,

*James Mass*  
*Property Manager*  
*April 3, 2025*