



Newport Public Library
Finance Committee of the Board of Trustees
April 17, 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 March Finance Committee | Merideth Bonvino |
| 4. Bank Account Updates | Joseph Logue |
| 5. Financials (printed copies available in office) | Merideth Bonvino |
| 6. <i>Action item:</i> Adjournment | Merideth Bonvino |

Next scheduled meeting: May 15, 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
April 17, 2025, at 4:30 PM
300 Spring Street
Newport, Rhode Island 02840

Agenda

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| 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 March Trustees meeting | Alan Ridnour |
| 4. March 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, May 15, 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
April 17, 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

Call to Order & Determination of a Quorum

Ms Bonvino called the meeting to order at 4:03 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 March 2025 meeting of the Finance Committee were approved unanimously on a motion by Ms Sebest; Mr. Ridnour seconded. The motion passed unanimously.

Update on Bank Accounts

Mr. Logue stated that consequent to the March Committee discussion he would leave some accounts separated. This is pursuant to his opinion that the new Library Director will benefit from meeting the bankers with whom we have relationships, as well as the parameters of money management. Mr. Logue will invite the Wells Fargo Advisors team to the meeting on June 26th. This path forward received the approval of the Board by general discussion.

There have been reductions in the projected costs for utilities, as reflected in the 2026 budget. Ms Sebest inquired about the reasoning behind the decision. The roof project and the installation of a new generator will reduce the cost of service calls due to the warranty for both projects. Mr. Ridnour inquired about the payments to the Library's insurers. Ms Bonvino notified the Finance Committee that 50% of the roof replacement project has been paid for, per the contract. Mr. Logue will report to the Committee as quickly as possible regarding the questions that arose.

Adjournment

Business being concluded, Mr. Ridnour made a motion to adjourn to which Mr. Baylor seconded. The motion was approved unanimously at 4:23 PM.

Respectfully Submitted,

Joseph Logue
Library Director
April 17, 2025



Minutes of the Board of Trustees Meeting
April 17, 2025
Newport Public Library
300 Spring Street, Newport, Rhode Island 02840

In Attendance

Board: Debbie Bailey, Peter Baylor, Merideth Bonvino, Charlotte Marshall, Don O'Brien, Alan Ridnour, Edwina Sebest;
Excused: Kristie Gardiner
Also Present: Pat Heller, Joseph Logue

Call to Order & Determination of a Quorum

Mr. Ridnour called the meeting to order at 4:30, at which time it was determined that a quorum was present.

Approval of Agenda

Ms Bonvino noted that the agenda item regarding the Friends of the Newport Public Library report would be given by Pat Heller. The minutes for the meeting will reflect this correction.

Minutes of Previous Meetings

Ms Bailey made a motion to accept the March 2025 Board of Trustees meeting minutes, which Ms Marshall seconded. The motion passed unanimously.

Building and Grounds Committee Report

Mr. Ridnour referred to the Property Manager's report for March 2025 which discussed the roof replacement project at length. Mr. Logue was able to give a general sense that the project was finishing on time and at budget, but he will ask Jim Mass to attend the May meeting if the replacement is complete.

Friends of the Newport Library Report

Ms Heller mentioned that donations have slowed down which has an impact on the inventory to stock the book store. This may be a consequence of parking spots being at a premium. Because of this the Friends will not conduct their April sale. The next book sale will be held from July 10-17th. The membership drive will kick off in May. Ms Bailey asked about becoming a member and Ms Heller stated that a donation to the Friends was the criterion. Ms Heller asked that all Board members do their best to spread the word. A volunteer meeting was held on the morning of April 17th with 21 of the 31 volunteers attending. The Friends have raised approximately \$45,000 this fiscal year (June 1, 2024-May 31, 2025). Of this, \$34,000 has been given to the Library as of March 2025.

The Friends may be close – or may already have – donated \$1,000,000 to the Library since its incorporation in 1972. Mr. Logue called for ideas to mark this astounding achievement.

Library Director's Report

Mr. Logue reported that the position of Library Director has been posted to numerous sites for Library professionals, including the OLIS Job Line, Simmons University, University of Rhode Island, OSL Connects, and the Massachusetts Board of Library Commissioners. With the approval of the Board of Trustees Mr. Logue will purchase a posting slot on the American Library Association open positions site.

Member Comment

Ms Marshall requested information regarding the future of Aquidneck Park, specifically the carousel and the returning elephants. Mr. Logue will talk to Scott Wheeler, the head of the parks system.

Adjournment

Business being concluded, Mr. Ridnour asked for a motion to adjourn. Ms Bonvino made the motion and Ms Sebest seconded the motion. The vote was unanimous and the meeting adjourned at 4:53 PM.

Respectfully Submitted,

Joseph Logue
Library Director
April 17, 2025



Property Management Monthly Report April 2025

Security

This month we had an issue with a female patron that was that was not happy with the service she was giving with one of the copiers. She raised her voice and was clearly angry with what she saw as condescending assistance. She was spoken to and giving a warning that if her actions continued she would be asked to leave the building. She made her copies and left without incident. All other issues were minor in nature and handles by staff.

Services

South Shore Generator delivered and installed our new emergency generator. At that point the electricians connected all the electrical components. We did have to upgrade one transfer relay to work with our existing transfer switches. This was an additional cost of \$1500.00 dollars but I was able to negotiate and split the cost with the generator company so our up charge was \$750.00. The day after the electricians were done the plumbers came to hook up the gas lines and once it was inspected by the city's mechanical inspector we were giving the go ahead to pressurize the system and schedule the startup and training. That is occurring right now (5/2) when completed the inspector will return to make sure all gas lines are leak free and at that point the generator will be online and the project complete.

Furey Roofing was at the library daily (weather permitting) for continued work on the roof project. As of now we are almost complete. The shingles are done, staging over the entrances have been removed, the rubber roof around the sky light is complete as well as the rubber roofs above both entrances. They are now working on the rubber roof over the north end on the building, once completed, there Metal fabricator will be on site to complete all metal work and flashing, then permanent tie off hooks will be installed so I can tie myself off when on the roof to inspect or for maintenance. Then new stone pavers will be installed on the roof over the Spring Street entrance, once that is done we have a final walk through and, assuming there are no issues, the job will be complete. If the weather cooperates the project will be done in 2-3 weeks. As of now the project has gone very well with no real issues other than about a week's total delay due to weather.

Completed Work

- Install new rod and room divided curtain on the Friend's Program Room stage to better hide AV equipment
- Replace 3 ballasts throughout the library
- Prep all lawn equipment for seasonal use
- Continued carpet cleaning
- Begin to prep all garden areas around the building and in the parking lot for seasonal mulch (will order and spread once the roof project is complete)
- Install new through the counter soap dispenser in the men's public restroom
- Install new light switch in the Maker Lab
- Repair cracked stucco above the Spring Street entrance and paint repaired areas
- Replace a relay and switch on one of the vacuum cleaners
- Re align the door on the Circ head office so it closes and locks properly

- Replace the valve stem in the faucet in the reference bathroom
- Prep all rose bushes for the season
- Replace the gasket on the pressure washer to stop an oil leak
- Repair broken leg on a table in the quiet study
- Clean al seasonal debris on grounds to prep for grass mowing

Respectfully Submitted,

James Mass
Property Manager
May 2, 2025