



Newport Public Library
Finance Committee of the Board of Trustees
May 15, 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 April Finance Committee | Merideth Bonvino |
| 4. Claim for Refund for Withholding Tax | Joseph Logue |
| 5. Employee Retention Credit Status | Joseph Logue |
| 6. Financials (printed copies available in office) | Merideth Bonvino |
| 7. <i>Action item:</i> Adjournment | Merideth Bonvino |

Next scheduled meeting: TBD, 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
May 15, 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 | Edwina Sebest |
| 2. Additions or amendments to the Agenda | Edwina Sebest |
| a. Date of June Meeting (Juneteenth holiday) | |
| 3. <i>Action item:</i> Minutes of the April Trustees meeting | Edwina Sebest |
| 4. Search Committee Update | Edwina Sebest |
| 5. Board Member Candidate Introductions | K. Gardiner & J. Logue |
| 6. April 2024 Building and Grounds Committee Report | As Submitted |
| 7. Roof Replacement Update | Jim Mass |
| 8. Friends of the Newport Library Report | Pat Heller |
| 9. Library Director's Report | Joseph Logue |
| 10. Member Attendance* | Edwina Sebest |
| 11. <i>Action item:</i> Adjournment | Edwina Sebest |

Article III, Section 2. ATTENDANCE AT MEETINGS.

Any Trustee who misses more than three (3) unexcused consecutive Board meetings or over 40% (i.e., four [4]) of the year's regular Board meetings) may be removed from the Board by the vote of the Board. The Secretary shall send notices of said action to the Trustees and all other Board members as soon as possible.

Next scheduled meeting: TBD, 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
May 15, 2025
Newport Public Library
300 Spring Street, Newport, Rhode Island 02840

In Attendance

Finance Committee: Merideth Bonvino, Peter Baylor, Edwina Sebest
Also present: Alexandra Calandro, Joseph Logue, Liz Marchi
Excused: Alan Ridnour

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 April 2025 meeting of the Finance Committee were approved unanimously on a motion by Ms Sebest; Mr. Baylor seconded. The motion passed unanimously.

Withholding Tax Check

Mr. Logue reported that the Library received a check from the state of Rhode Island Division of Taxation for \$5,032.59. This settles a claim from the Newport Public Library with the state regarding overpayment in Fiscal Year 2022.

Employee Retention Credits

Mr. Logue reported that the IRS sent two checks to the Newport Public Library for its continuing to pay its staff during Covid-19. The check amounts are for \$139,177.93 and \$20,749.25. (\$159,927.18) [From the IRS website:](#)

- The Employee Retention Credit (ERC) – sometimes called the Employee Retention Tax Credit or ERTC – is a refundable tax credit for certain eligible businesses and tax-exempt organizations that had employees and were affected during the COVID-19 pandemic. The requirements are different depending on the time period for which you claim the credit. The ERC is not available to individuals.

Adjournment

Business being concluded, Ms Sebest made a motion to adjourn to which Mr. Baylor seconded. The motion was approved unanimously at 4:18 PM.

Next meeting will be held on Wednesday, June 25, 2025, at 4:00 PM.

Respectfully Submitted,

Joseph Logue
Library Director
June 23, 2025



Minutes of the Board of Trustees Meeting
May 15, 2025
Newport Public Library
300 Spring Street, Newport, Rhode Island 02840

In Attendance

Board of Trustees: Debbie Bailey, Peter Baylor, Kristie Gardiner, Liz Marchi, Charlotte Marshall, Don O'Brien, Edwina Sebest, Daniel Tougas;
Library Staff: Alexandra Calandro, Joseph Logue, Jim Mass;
For the Friends: Pat Heller.

Call to Order & Determination of a Quorum

Mrs. Sebest called the meeting to order at 4:30 PM. A quorum was determined at 4:30 PM.

Approval of Agenda

The Board unanimously agreed to table item #10 from the May agenda and add this item to the June agenda.

Minutes of Previous Meeting

Ms Bailey made a motion to approve the April meeting minutes with no additions or amendments. Ms Marshall seconded the motion and the Trustees unanimously approved the meeting minutes.

Building and Grounds Committee Report

Mr. Mass reported that the roofing project will be complete in five days; however, this estimation is weather-dependent. The Library has a new generator and tariffs increased the price of this project. Mr. Mass answered questions regarding the project and thanked the Board for their support in these large projects.

Friends of the Newport Library Report

Ms Heller reported that The Friends began their membership drive this month and that it is off to a good start. The summer sale is scheduled for July 10th through July 18th. The Friends are very close to achieving \$1,000,000 in donations to the Library since their inception in July of 1972. They are hoping to make their annual donation early this year so they can achieve the milestone this summer. They are also working with Mr. Logue to see how they can assist the Library with the upcoming New England Library Association Conference in October.

Library Director's Report

Mr. Logue reported that the roof is on the city's agenda for their next meeting and that we should be hearing about the Champlain Grant after Memorial Day Weekend. Mr. Logue stated that he is thinking of a special way to acknowledge The Friends accomplishment of donating \$1,000,000. The fencing that currently runs through Aquidneck Park is due to a project to upgrade the gravel pathway to a cement sidewalk. The speakers for the NELA conference are all set and secured. Due to the large projects Mr. Mass has undertaken, The Board unanimously agreed to give him a bonus for his efforts. Mr. Baylor suggested \$3,000 and made a motion to approve, which Ms Marshall seconded, and the Board unanimously approved.

The two new Board Members, Ms Marchi and Mr. Tougas, were briefly introduced. Both individuals are very active in the community of Newport. Ms Marchi previously worked for the Newport Preservation Society and Mr.

Tougas is currently at Bank Newport. Mr. Baylor made a motion to welcome them as official members, which Ms Marshall seconded, and all were in favor.

Adjournment

Business being concluded Mrs. Sebest made a motion to adjourn, Ms Marshall seconded the motion, and the Board unanimously agreed to adjourn at 5:06 PM.

Next meeting will be held on Wednesday, June 25, 2025, at 4:30 PM.

Respectfully Submitted,

Alexandra Calandro
Administrative Assistant
May 15, 2025



Property Management Monthly Report May 2025

Security

We did have one unruly patron that was asked to leave by security staff, all other issues were minor in nature and handled in house.

Services

- Coastal Electric was at the Library for quarterly testing of the fire alarms
- Trane mechanical was at the Library for contracted P.M. on the HVAC equipment
- Encore Fire was at the Library for quarterly inspection of the sprinkler system
- Dormakaba (door control) was at the Library to repair the sliding entry door on the parking lot entrance
- Siemen's Controls were at the Library for scheduled P.M. on the HVAC controls and to replace 2 controllers on 2 separate VAV boxes in the circ work room
- Furey Roofing at the Library for continued work on the roof, just buttoning up odds and ends at this point.
- Innovative Home Systems at the Library to install TV, sound bar with camera, and built in computer along with all ports and connection, in the Stride meeting room.
- First Light Electric at the Library to install the outlet for the new equipment in the Stride meeting room

Completed Work

We did have some flooding in the parking lot entrance during heavy rain this month, as you all know we are very susceptible to flooding on the parking lot side during heavy rains, on this occasion we were here so were able to get sand bags out quickly to keep the amount of water that entered the vestibule to a minimum, however all the water running down the road carried large amounts of dirt and mud from the project at the Hut that left a coating of dirt at the entrance that required pressure washing to remove. It was a mess to say the least but was able to be addressed by myself and my crew.

- Prep walls for installation of AV equipment in the Stride room, cut open walls and install blocking
- Replace 4 ballasts throughout the building
- Spread 8 yards of mulch around the Library and garden beds
- Prep all garden beds prior to mulch and trim all hedges and bushes
- Repair leaking sink in the staff only men's restroom
- Repair loose mortar on the stone counter top in the men's public restroom
- Repair the door to the circ head office
- Repair the carburetor on the Honda lawn mower
- Replace the "vacuum breaker" in the center stall toilet in the woman's public restroom
- Do some preventative maintenance to the garage door tracks
- Continued carpet cleaning of all carpets in the building (about 1/3 complete)

Respectfully Submitted,

James Mass
Property Manager
May 2, 2025