



Newport Public Library  
Finance Committee of the Board of Trustees  
June 25, 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 May Finance Committee | Merideth Bonvino |
| 4. Interest Income FY 2026                                  | Joseph Logue     |
| 5. Employee Retention Credit Checks                         | Joseph Logue     |
| a. Wells Fargo Advice                                       |                  |
| b. Wells Fargo Visit  |                  |
| 6. Financials (printed copies available in office)          | Merideth Bonvino |
| 7. <i>Action item:</i> Adjournment                          | Merideth Bonvino |

Next scheduled meeting: July 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  
June 25, 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 May Trustees meeting | Alan Ridnour |
| 4. Search Committee Update                                 | Alan Ridnour |
| 5. May 2025 Building and Grounds Committee Report          | As Submitted |
| 6. Friends of the Newport Library Report                   | Pat Heller   |
| 7. Library Director's Report                               | Joseph Logue |
| 8. Member Attendance*                                      | Alan Ridnour |
| 9. <i>Action item:</i> Adjournment                         | Alan Ridnour |

### 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: July 17, 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  
June 25, 2025  
Newport Public Library  
300 Spring Street, Newport, Rhode Island 02840

### **In Attendance**

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

### **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. A question was posed as to why the Finance Committee marks the time that the meeting was called to order. Aside from precedent, it follows the state's Open Meetings Act which dictates that meeting agendas must be filed with the Secretary of State at least 48 hours before the meeting commences. Minuting the time of the call to order ensures that the Act is followed. Similarly, all available resources state that meeting times should, even if not dictated by law, mark the beginning time as a best practice.

### **Minutes of Previous Meetings**

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

### **Interest Income in Fiscal Year 2026**

Mr. Logue stated that two investment accounts will mature in Fiscal Year 2026, one in September 2025 ("2 Year Certificate") and one in March 2026 ("11 Month CD"). The Finance Committee voted to allow the 2 Year Certificate to rollover and a decision will be made at the appropriate time for the 11 Month CD.

### **Employee Retention Checks**

Mr. Logue, at the meeting of the Finance Committee of May 15, 2025 (q.v.), mentioned the receipt of two checks from the United States government for the Employee Retention Credit. Mr. Logue deposited the one check in the amount of \$20,749.25 in the Library's operating account. The second check, in the amount of \$139,177.93, has been retained to determine its most helpful destination. Mr. Logue relayed the advice by Wells Fargo Advisors that the check can be deposited with WFA as an investment or into the Library's operating account. Additionally, the Wells Fargo Advisors team of Chris Yalanis and Greg Fater will attend the meeting of the Finance Committee on Thursday, July 17, 2025.

### **Adjournment**

Business being concluded, Ms Bonvino made a motion to adjourn to which Mr. Ridnour seconded. The motion was approved unanimously and the meeting adjourned at 4:15 PM.

Respectfully Submitted,  
*Joseph Logue*  
Library Director  
July 1, 2025



Minutes of the Board of Trustees Meeting  
June 25, 2025  
Newport Public Library  
300 Spring Street, Newport, Rhode Island 02840

### **In Attendance**

Board: Debbie Bailey, Merideth Bonvino, Kristie Gardiner, Liz Marchi, Charlotte Marshall, Don O'Brien, Alan Ridnour, Edwina Sebest;  
Excused: Peter Baylor, Daniel Tougas;  
NPL Staff: Joseph Logue, Alexandra Calandro  
For the Friends: Pat Heller

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

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

### **Approval of Agenda**

The Board unanimously agreed to approve the agenda with no additions or amendments.

### **Minutes of Previous Meetings**

The following corrections were made to the previous meeting minutes: At the May meeting, Edwina called the meeting to order and asked for a motion to adjourn. Liz Marchi previously worked for the Newport Preservation Society.

Ms Bonvino asked for a motion for approval of the revised minutes and to file as corrected. Ms Sebest made a motion and Ms Gardiner seconded the motion. The Board unanimously approved the revised minutes.

### **Search Committee Updates**

The search committee provided updates about the status of the open Library Director position. A successful candidate was selected and offered the position; however, they declined to accept the role. The search committee has expressed the need to speak with this candidate to discuss options for a trial period as the Interim Director. They would also like to stress how much faith they have in this candidate and the support they are willing to provide for them to feel confident in the role. Mr. Logue was asked if he would be willing to stay longer if this candidate did not agree to serve as the Interim Director, to which Mr. Logue replied that he would be willing to extend his departure date to the end of September if needed.

### **Building and Grounds Committee Report (June)**

Everything with the roofing project is finished and the walk through is complete.

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

The Friends completed their annual fiscal year on May 31<sup>st</sup>. For the 2024-2025 year, they raised \$48,700.00. They donated \$34,000. They have a balance of \$54,000 in their accounts, so they are looking forward to contributing over the next few months to the children's programs, museum passes, general operations, etc. which will bring them to the \$1,000,000.00 milestone.

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

Mr. Logue began his report by congratulating the Friends on their accomplishment. The City Council is issuing a certificate of recognition tonight in honor of the Friends 1 Million Dollar Milestone. Champlin came through with a grant for the roofing project. We will find out if the city will be providing a grant for the roof at the City Council meeting tonight. Mr. Logue extended a thank you on behalf of Mr. Mass for the bonus the Board awarded him. The Library policies are currently being reviewed and updated. Mr. Logue thanked Ms Sebest and Ms Heller for their help and input and ended his report by thanking the Board for changing the date of the June meeting.

### **Member Attendance**

Mr. Ridnour asked for a motion to send a letter of removal to the Trustee who has missed more than three unexcused consecutive Board meetings. Ms Bonvino made a motion and Ms Marshall seconded the motion, with unanimous agreement from the Trustees.

### **President's Report**

Mr. Ridnour began his report by stating that the Board needs officers for the next term; A secretary, treasurer, VP, and a President. Term limits for the positions were discussed. Mr. Ridnour asked that a line item for Vice President is added to the July agenda. Mr. Ridnour finished his report by bringing up a discussion about Mr. Logue's overtime hours worked (about 65 hours) and compensation for these hours. Mr. O'Brien stated that he did not feel comfortable discussing this in front of Mr. Logue.

### **Executive Session**

Mr. Ridnour asked for a motion to go into executive session. Ms Sebest made a motion and Mr. O'Brien seconded the motion to go into executive session. Mr. Logue, Ms Calandro, and Ms Heller left the meeting.

### **Adjournment**

Business being concluded Mr. Ridnour asked for a motion to adjourn. Ms Marshall made a motion to adjourn and Ms Bonvino seconded the motion. The vote was unanimous to adjourn at 5:40 PM.

Respectfully Submitted,

*Alexandra Calandro*

*Office Manager*

*June 25, 2025*



## Property Management Monthly Report June 2025

### Security

All security issues were minor this month and handled in house by staff. We did, unfortunately, have an incident where a young child fell in the park and cracked his head open on a park bench. We called rescue and they took it from there.

### Services

Trane mechanical was at the library for contracted P.M. on the Air handler

Simplex Grinnell was at the library for the annual inspection of the fire extinguishers

Otis elevator at the library to repair broken pulley on the elevator

Furey Roofing was at the library for final punch list on the roof and for the final walk through. All inspections were passed and all work on the rook is complete. Thanks to all who helped make this project happen!

Innovative home systems was at the library to complete work on the new AV equipment in the Stride Meeting Room

First Light Electric was at the library to install a new outlet to accommodate the new equipment in the Stride Room

The library van was brought in for air conditioner not working- filled with coolant and need to bring back to shop in 2 weeks to test for leaks

### Completed Work

- Replace 4 ballasts throughout the building
- Replace all filters in the air system
- Order our annual dumpster and clean out all areas
- Repair damaged portion of ceiling under the sky light in the children's area
- Continued carpet cleaning
- Replace the light switch in the sprinkler control room
- Continued seasonal grounds maintenance
- Spray perimeter of building with a pesticide to control ants
- Spray weed control on all areas around the building and lot
- Repair leaking faucet in the children's restroom
- Repair the lock cylinder on the door heading to the cat walk in the attic
- Repair table leg in on table in the lower lobby
- Install mount on the wall in the young adult area to support and protect the Nintendo switch video game console

Respectfully Submitted,

*James Mass*

*Property Manager*

*July 8, 2025*