



Newport Public Library
Finance Committee of the Board of Trustees
July 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 June Finance Committee | Merideth Bonvino |
| 4. Financials (printed copies available in office) | Merideth Bonvino |
| 5. <i>Action item:</i> Adjournment | Merideth Bonvino |

Next scheduled meeting: September 18, 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
July 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 June Trustees meeting | Alan Ridnour |
| 4. President's Report | Alan Ridnour |
| 5. Vice President of the Board of Trustees Vacancy
5A. Board Officer Nomination Slate | Alan Ridnour |
| 6. June 2025 Building and Grounds Committee
Report | As Submitted |
| 7. Friends of the Newport Library Report | Pat Heller |
| 8. Library Director's Report
8A. Personnel Matter Executive Session | Ann Amaral |
| 9. <i>Action item:</i> Adjournment | Alan Ridnour |

Next scheduled meeting: September 18, 2025 at 4:00 PM.

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Minutes of the Finance Committee Meeting

July 17, 2025

Newport Public Library

300 Spring Street, Newport, Rhode Island 02840

Minutes

In Attendance

Finance Committee: Peyer Baylor, Merideth Bonvino, Edwina Sebest, Alan Ridnour

Also present: Ann Amaral, Alexandra Calandro, Don O'Brien, Kristie Gardiner

Guests: Chris Yalanis and Greg Fater from Wells Fargo

Call to Order & Determination of a Quorum

Ms Bonvino called the meeting to order at 4:00 PM at which time it was determined that a quorum was present.

Additions or amendments to the Agenda

There were no additions or amendments to the agenda as presented.

Minutes of Previous Meetings

Ms. Bonvino asked for a motion to approve the Minutes of the June 2025 meeting of the Finance Committee. Ms. Sebest made a motion to approve and Mr. Baylor seconded the motion. The motion passed unanimously.

Financials

Chris started his report by stating that the Finance Committee should be receiving quarterly reports. The Finance Committee has not been getting these reports, so moving forward they will send these documents to Ms. Amaral in an encrypted server, who will then distribute the reports to the Finance Committee. Chris spoke about wanting to update the investment policy and recommended that the committee form a group to meet and discuss. He gave a brief update on the five accounts managed and their current balances. Ms. Bonvino asked about the Prince Fund restrictions, to which Ann let the committee know that the library did spend the Prince Fund money, within the constraints stipulated by the restrictions. Chris says that they can reimburse the library at any point. Chris and Greg answered questions once they had finished their report and left the meeting. The action items are to come up with a group that will discuss the investment policy with Chris and Greg.

Ann asked where the committee thinks the ERC check should be deposited and the committee decided to deposit the check into the general operating account.

Adjournment

Business being concluded Ms. Bonvino asked for a motion to adjourn. A motion to adjourn was made by Ms. Sebest and seconded by Mr. Baylor. The motion was approved unanimously and the meeting adjourned at 4:34 PM.

Respectfully Submitted,

Alexandra Calandro

Office Manager

July 18, 2025



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

Minutes

In Attendance

Board: Don O'Brien, Edwina Sebest, Debbie Bailey, Alan Ridnour, Charlotte Marshall, Kristie Gardiner, Merideth Bonvino, Peter Baylor, Liz Marchi

Excused: Daniel Tougas

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 4:35 PM at which time it was determined that a quorum was present.

Approval of Agenda

Mr. Ridnour asked for a motion to make two additions to the July agenda:

5A. Board Officer Nomination Slate

8A. Personnel Matter Executive Session

Ms. Marshall made a motion to amend and file the agenda with the two additions and Mr. Baylor seconded the motion. The motion passed unanimously.

Minutes of Previous Meetings

Ms. Gardiner pointed out a spelling mistake in the Directors Report from the June 2025 meeting minutes. Mr. Ridnour asked for a motion to correct the spelling of "Champlain" to "Champlin". Ms. Marshall made a motion to approve the revised meeting minutes and file as corrected and Mr. Baylor seconded the motion. The Board unanimously approved the revised meeting minutes.

President's Report

Mr. Ridnour welcomed Ann Amaral to her first Board of Trustees Meeting as the Interim Library Director. Members of The Board offered their congratulations and expressed their excitement to be working with Ms. Amaral. Ms. Gardiner expressed that Ms. Amaral has The Board's full support.

Vice President of the Board of Trustees Vacancy

Ms. Sebest provided insight on the vacancy of the Vice President Officer position.

Slate Nominations

The Board spoke about the officer positions, term limits, and the bylaws. Mr. Ridnour named all Trustees in attendance a member of the selection committee. Ms. Marshall will remain the Secretary, as her term does not end until 2027. Ms. Bonvino is planning to move, but will remain the Treasurer until then. The open officer roles are President, Vice President, and Treasurer. Ms. Sebest nominated Ken Castiglia to fill the Treasurer position once Ms. Bonvino leaves. Mr. Castiglia has served on the Board in the Treasurer role before and works as a finance advisor for non-profits. Ms. Sebest nominated current board member Liz Marchi for the Vice President position. Ms. Marchi had a question about expectations, as well as the workload, and Mr. Ridnour described the duties that the Vice President role would entail. Lastly, Ms. Sebest nominated Mr. Ridnour to serve another term as the President. The candidates nominated today will be voted on in the September meeting. Mr. Ridnour asked that an item for elections / new members be added to the September agenda.

Building and Grounds Committee Report (June 2025)

All work on roof is complete and all inspections passed.

Friends of the Newport Library Report

Ms. Heller reported that The Friends gave the Library a check for \$2,140 for the remaining balance of their \$4,000 commitment to the Children's Summer Reading Program. They have also provided the Children's Department with coupons for a free children's book in the bookstore to all kids who register for the Summer Reading Program. So far, they have given out 95 books. Ms. Heller presented a check on behalf of The Friends for \$3,000 to cover the cost of museum passes. Mr. Logue and Ms. Sebest attended the Newport City Council meeting to accept a Certificate of Recognition for the Friends having achieved milestone of having raised \$1,000,000 for The Library. Newport This Week is doing an article and The Friends will have a celebration in the fall. The Friends hosted a goodbye luncheon for Mr. Logue and a welcome luncheon for Ms. Amaral last week. The book sale has been a huge success and has raised over \$2,200. Ms. Heller finished her report by announcing that the sale has been extended until Saturday, July 19th.

Library Director's Report

Ms. Amaral began her report by thanking The Board for their warm welcome. This morning the quiet study room windowpane shattered after a lawnmower picked up a rock that hit the window. The window has already been replaced and we are going to file for reimbursement with The City. On Wednesday Ms. Calandro and Ms. Amaral had a zoom meeting with the auditors from Kahn Litwin (KLR), Patrick Drum and Patrick Martin, and with the CPA Firm, Kate Leary and Zach Stewart. KLR is taking over from previous auditors PPA and will be completing the audits for the last 3 years. Ms. Amaral visited BankNewport and People's Credit Union to be added as a signatory. KLR advised that 3 signatories be added: Director, President, and Treasurer. We received a sizeable check of \$139,177.39 from the Treasury Department for the Employee Retention Credit, given to businesses and non-profits that paid wages to employees between March 2022 and January 2022. The finance committee decided to deposit the check into the general operating account. Ms. Amaral has asked all Department Heads to submit a summary highlighting key activities from the past year, so that she can prepare the annual report for the September meeting. A long time employee Dorothy Kracik, from Collection Management, is retiring at the end of the month. This is a huge loss for the library. Ms. Kracik has been a wonderful employee since 2008. Her job in Collection Management has been posted. Part-Time Administrative Assistant, Kim Pike, is also leaving the library at the end of the month. There is no plan to fill the position at this time. The search for a Bookkeeper is moving along and we hope to make a decision soon. There is also no plan to fill the Head of Reference department position with a temporary staff member; however, Ms. Amaral will be leaning on her current staff to fill in during this time. Following tradition, the Library will be closed on Saturday, August 30th for Labor Day weekend. All staff will work Monday – Friday that week. Ms. Amaral reported that she is taking a few days off on July 30th – August 1st. This falls at the same time that Ms. Calandro will also be taking time off. Moving forward, Ms. Amaral and Ms. Calandro are planning to coordinate any time off, however, someone will be appointed to be in charge if anything happens during these dates.

Personnel Matter Executive Session

Mr Ridnour asked for a motion to go into executive session. The motion was made by Ms. Sebest and seconded by Mr. O'Brien. The motion to go into executive session passed with all Trustees in favor to go into executive session. Ms. Amaral, Ms. Calandro, and Ms. Heller left the meeting.

Ms. Calandro re-joined the meeting after the executive session adjourned.

Mr. Ridnour asked for a motion to give Joseph Logue a \$5,000 bonus in appreciation of his 8 years of service to The Library. A motion was made by Mr. Baylor and seconded by Ms. Marchi. The motion was passed with all in favor, except for Mr. O'Brien, who was not in favor.

Adjournment

Business being concluded, Mr. Ridnour asked for a motion to adjourn the meeting, Ms. Bonvino made a motion to adjourn and Ms. Marshall seconded the motion. The vote was unanimous to adjourn the meeting at 5:56 PM.

Respectfully Submitted,

Alexandra Calandro

Office Manager

July 18, 2025

Property Management Monthly Report August 2025

Prepared by Jim Mass, Facilities Manager

Security

This month we have been dealing with an ongoing issue with a group of children in the Young Adult (YA) area of the Library. Issues have included foul language, name-calling and general rambunctious behavior. We have dealt with these issues in house as they have occurred and have a plan to address them going forward with the Director and Young Adult staff. Some of it will take care of itself with the start of the school year.

Services

Siemens Building technologies was at the Library for quarterly preventative maintenance on the HVAC controls. We also ran new wires and installed a new humidity sensor in the Newport Room.

Donavan's and Sons Plumbing was at the Library to install a new heating valve in the ceiling, outside my office.

Coastal Electric was at the Library for quarterly testing of the fire alarms.

Furey Roofing at the Library to replace a ridge cap that was incorrectly installed and was causing leaks- it was replaced and not leaking any longer.

Trane was at the Library to install a new valve actuator on the heating valve in the circulation work room.

Cox Communications was at the Library to trouble shoot a communication failure alert on the security alarm panel.

Innovative Home Systems was at the Library to replace a broken security camera in the new book section of the Library.

Completed Work

Continued carpet cleaning.

Cut and install new ceiling tiles in the Newport Room that were damaged from the ridge cap leaking.

Record new closing announcements, convert them to wave files then upload them to the VGA (announcement hardware).

Apply final coat of mortar along the stone work above the Spring Street entrance to prevent water leaking into the stucco

Replace 4 ballasts throughout the building

Reprogram Doors to operate on fall/winter hours.

Paint hallway that leads to the staff only area in the lower level.

Install new "authorized personnel only" sign on the wall leading to the staff only area.

Remove old, and install new overhead storage cabinets in the Administration office.

Replace a broken toilet seat in the men's public restroom.

Install new staff only sign on the Circulation bathroom door.

Install a new gasket on the water pump in one of the carpet machines.

Continued grounds maintenance.

Paint the letters gold on the stone "Newport Public Library" sign on Spring Street.

Repair the chemical dilution system in the lower level custodian's closet.

Thoroughly organize the attic storage area.

Repair a constant running toilet in the Children's public restroom.

Install new Valve stem in the sink in the Children's Program Room.

Repair loose table top on the computer desk in the Young Adult area.

Pressure wash mold and mildew off the gate on the loading dock gate.

Repair a loose threshold on the door heading to the mechanical room.