



Newport Public Library
Finance Committee of the Board of Trustees
January 15, 2026 at 4:00 PM
300 Spring Street, Newport, RI 02840

Agenda

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| 1. Call to order and determination of a quorum | Merideth Bonvino |
| 2. Approval of Minutes - November Finance Committee | Merideth Bonvino |
| 3. Employers Association of the Northeast (EANE) | Ann Amaral |
| 4. Annual Appeal | Ann Amaral |
| 5. Intent of Wells Fargo funds | Merideth Bonvino |
| 6. Financials (attached; printed copies available in office) | Merideth Bonvino |
| 7. Adjournment | Merideth Bonvino |

Next scheduled meeting: February 19, 2026 at 4:00 PM.

Please email [Alexandra Calandro](mailto:Alexandra.Calandro@newportlibrary.org) if you are unable to attend; or call 847 8720, x101.



Newport Public Library
Board of Trustees Meeting
January 15, 2026 at 4:30 PM
300 Spring Street, Newport, RI 02840

Agenda

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| 1. Call to order and determination of a quorum | Alan Ridnour |
| 2. Approval of Minutes - November Trustees meeting | Alan Ridnour |
| 3. Building and Grounds Report | As Submitted |
| 4. Friends of the Newport Public Library Report | Pat Heller |
| 5. Action item: Behavior in the Library Policy | Ann Amaral |
| 6. Library Director's Report | Ann Amaral |
| 7. Adjournment | Alan Ridnour |

Next scheduled meeting: February 19, 2026 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
January 15, 2026
Newport Public Library
300 Spring Street, Newport, Rhode Island 02840

Minutes

In Attendance

Finance Committee: Peter Baylor, Merideth Bonvino, Ken Castiglia, Alan Ridnour, Edwina Sebest

NPL Staff: Ann Amaral, Alexandra Calandro

Also present: Don O'Brien, Dan Tougas

Via Zoom: Charlotte Marshall

Call to Order & Determination of a Quorum

Ms. Bonvino called the meeting to order at 4:01 PM. A quorum was determined to be present.

Minutes of Previous Meetings

Ms. Sebest made a motion to approve the minutes of the November Finance Committee meeting. Mr. Ridnour seconded the motion. The motion passed unanimously.

Employers Association of the Northeast (EANE)

Ms. Amaral provided information on the Employers Association of the Northeast. They provide basic Human Resources services for \$1,260 per year.

Annual Appeal

So far, the annual appeal has raised \$25,500. This year the library added several new ways for donors to give through a fundraising platform called Givebutter, which allows donors to pay by credit/debit card, paypal, venmo, or ACH.

Intent of Wells Fargo funds

The auditors are seeking information regarding the Werner Fund at Wells Fargo. They need to know what the fund is restricted for. The auditors are also seeking information on whether or not the Operating Fund is Board restricted. The committee discussed the Operating Funds account. Ms. Bonvino says she will reach out to Wells Fargo and have them look into the account for documentation.

Financials

The committee reviewed the financial statements.

Ms. Sebest inquired about the HVAC charges in 6500-05. The Retirees-Blue Medicare RX (8500-05) is over budget. Mr. Tougas recommended the library does a full investment services review.

Adjournment

There being no further business, Ms. Bonvino requested a motion to adjourn. Ms. Sebest made the motion, and Mr. Castiglia seconded. The motion passed unanimously and the meeting adjourned at 4:25 PM.

Respectfully Submitted,

Alexandra Calandro

Office Manager / Bookkeeper

January 15, 2026



Minutes of the Board of Trustees Meeting
January 15, 2026
Newport Public Library
300 Spring Street, Newport, Rhode Island 02840

Minutes

In Attendance

Board: Debbie Bailey, Peter Baylor, Merideth Bonvino, Ken Castiglia, Kristie Gardiner, Liz Marchi, Don O'Brien, Alan Ridnour, Edwina Sebest, Dan Tougas

NPL Staff: Ann Amaral, Alexandra Calandro

Also present: Pat Heller

Via Zoom: Charlotte Marshall

Call to Order & Determination of a Quorum

Mr. Ridnour called the meeting to order at 4:30 PM. A quorum was determined to be present.

Minutes of Previous Meetings

Mr. Ridnour asked for any amendments or corrections to the meeting minutes. Ms Sebest made a motion to approve the minutes of the November meeting. Ms. Bonvino seconded the motion. The motion passed unanimously.

Building and Grounds Committee Report

No comments.

Friends of the Newport Library Report

Ms. Heller reported that the Holiday sale was very successful and raised over \$6,000. The month of December was the Friend's most successful month ever and they raised over \$9,000. Due to their success, they were able to donate an additional \$10,000 to the general operations of the Library in December. This donation raises the annual total of donations to the Library to over \$50,000 for this fiscal year, so far. The next fundraising book sale will be in April.

Intent of Wells Fargo funds

Ms. Bonvino summarized the Wells Fargo funds discussion held in the Finance Committee meeting.

Action Item: Review and approve updated Behavior in the Library Policy

Ms. Amaral presented a revised Behavior in the Library policy, noting that updates were made to address ongoing challenges and that department heads participated in the review process. The Board discussed the proposed revisions, including whether vaping should be included in the smoking section and whether the minimum age of eight for unattended children remained appropriate.

Ms. Amaral explained that parents will drop off their children for library programs and return at the conclusion of the program, and that this practice has not caused issues for Children's Department staff. The Board unanimously agreed that no change to the minimum age requirement is necessary.

Ms. Sebest made a motion to add vaping to the smoking section of the policy, which was seconded by Mr. Castiglia. The Board unanimously approved the updated policy with this addition.

Library Director's Report

Ms. Amaral reported that she attended TDI/TCI training at The Trust in East Providence. She also noted that, following a recommendation from the library's web developer, she and Ms. Calandro collaborated to set up Givebutter as a new fundraising platform. Ms. Amaral concluded her report by informing the Board that the Library will close in observance of Martin Luther King Jr. Day on Sunday, January 18 and Monday, January 19.

Adjournment

Business being concluded, Mr. Ridnour asked for a motion to adjourn the meeting, Ms. Bonvino made a motion to adjourn and Mr. Castiglia seconded the motion. The vote was unanimous to adjourn the meeting at 5:05 PM.

Respectfully Submitted,

Alexandra Calandro
Office Manager / Bookkeeper
January 15, 2026

Property Management Monthly Report January 2026

Submitted by Jim Mass

Security

We did have a couple security issues last month, one being a bigger deal than the other, it involved a female patron confronting a group of patrons about their language and how loud they were talking to each other. We highly discourage patrons approaching other patrons regarding behavior in the library. Both parties were spoken to and tensions between the two have seemed to diminish. Staff is still very aware and monitoring the patrons that were involved and we will take further action if necessary.

The other incident involved an older gentleman who fell going down the stairs near the circ desk. Staff offered to call an ambulance but the patron declined. He apparently missed a stair going down, that caused him to trip and fall.

Services

Furey Roofing was at the library to address a leak in the rubber roof in the mechanical pit, we believe its coming from around one of the roof drains. A temp patch has been installed and when the roof is free of snow, a permanent fix will be done. That section of the roof was installed 3 years ago when the new RTU was installed, it came with a 5 year warranty so there will be no charge to the library.

Trane Mechanical was at the library to replace a leaking circulator pump on one of the Hydro-therm boilers.

Hartford Boiler Inspection was at the library for our bi-annual boiler inspections-no issues this year.

Dormakaba (door control) was at the library to repair the entry doors on the Spring Street entrance. The main controller and all relays were replaced.

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

Completed work

2 snow events this month, with the first taking multiple days to complete a thorough removal.

Dug up dead rhododendron bush near the flag pole, will replace in the spring.

Removed short stack of shelves in reference and replace with a taller stack, marks the start of a reorganization project in that area.

Removed the urinal from the wall in the men's public restroom, replaced the main seal and reinstall on the wall.

Replaced the flush diaphragm in the urinal in the men's stall bathroom on lower level.

Convert the feminine hygiene product dispenser in the woman's restroom from pay for products to free products.

Provide a "basic staff information" tutorial in the afternoon staff meeting, will repeat for the next staff meeting.

Replaced a broken belt on one of the snow blowers.

Repaired a clogged drain in the staff lounge.

Replaced GFI outlet in the staff lounge.

Repaired constant running water fountain in the children's department.

Assembled a new "display" unit to be used for the library of things.

Repaired cabinet door in the Children's Program Room.

Constant building upkeep on floors from the salt and ice melt.