



Newport Public Library
Board of Trustees Meeting
March 19, 2026 at 4:30 PM
300 Spring Street, Newport, RI 02840

Agenda

- | | |
|----------------------------------------------------|--------------|
| 1. Call to Order and determination of a quorum | Alan Ridnour |
| 2. Approval of Minutes – February Trustees meeting | Alan Ridnour |
| 3. Building and Grounds Report | As Submitted |
| 4. Friends of the Newport Public Library Report | Pat Heller |
| 6. New Business | Ann Amaral |
| a. Summer Hours | |
| 7. Library Director’s Report | Ann Amaral |
| 8. Adjournment | Alan Ridnour |

Next scheduled meeting: April 16, 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.



Newport Public Library
Finance Committee of the Board of Trustees
March 19, 2026 at 4:00 PM
300 Spring Street, Newport, RI 02840

Agenda

- | | |
|--------------------------------------------------------------|------------------|
| 1. Call to Order and determination of a quorum | Merideth Bonvino |
| 2. Approval of Minutes - February Finance Committee | Merideth Bonvino |
| 3. Financials (attached; printed copies available in office) | Merideth Bonvino |
| 4. Adjournment | Merideth Bonvino |

Next scheduled meeting: April 16, 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.



Minutes of the Finance Committee Meeting
March 19, 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

Call to Order & Determination of a Quorum

Ms. Bonvino called the meeting to order at 4:00 PM. A quorum was determined to be present.

Minutes of Previous Meetings

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

Financials

The committee spoke about line item 7000-17 "Investment Fees" in the Budget vs. Actuals and commented that this will need to be added into the budget for next Fiscal Year. Ms. Bonvino offered to look into what the current investment fees are to get an accurate value.

Adjournment

There being no further business, Ms. Bonvino requested a motion to adjourn. Mr. Baylor made the motion to adjourn, and Ms. Sebest seconded. The motion passed unanimously and the meeting adjourned at 4:08 PM.

Respectfully Submitted,

Alexandra Calandro

Office Manager / Bookkeeper

March 19, 2026



Minutes of the Board of Trustees Meeting
March 19, 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

Excused: Charlotte Marshall, Dan Tougas

NPL Staff: Ann Amaral, Alexandra Calandro

Also present: Pat Heller

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 February meeting minutes. Ms Sebest made a motion to approve the minutes of the February meeting. Ms. Gardiner seconded the motion. The motion passed unanimously.

Building and Grounds Committee Report

The Board commented on the roof leak due to the snow storm.

Friends of the Newport Library Report

Ms. Heller began her report with news that the Pop-Up sale that was held in February raised around \$1,100. The next sale is scheduled for April 13 – April 18. All of the items will be \$1. Cathy Gould, Head of the Children's Department, gave a presentation to the Friend's Board on the upcoming Summer Reading Program, "Unearth A Story! Dinosaurs, fossils, and archaeology." The Friends will be contributing \$4,000 towards the cost of the programs.

New Business

A. Summer Hours

Ms. Amaral asked The Board for approval to begin "Summer Hours" on June 22, 2026 to coincide with the start date of the Children's Summer Reading Program. The proposed Summer Hours, in which the Library

closes at 7:00 PM, will end on September 8, 2026. The board unanimously agreed to the dates for Summer Hours.

Library Director's Report

Ms. Amaral began her report providing The Board with details on the roof leak, which was caused by damage from the snow storm. Staff evaluations will begin next week. Ms. Amaral is planning for the 5-year Long Range Plan and provided details on her ideas, the community needs survey, focus groups, etc. Lastly, the update to the shelving and organization of the Library of Things is complete.

Adjournment

Business being concluded, Mr. Ridnour asked for a motion to adjourn the meeting, Mr. Baylor made a motion to adjourn and Ms. Sebest seconded the motion. The vote was unanimous to adjourn the meeting at 4:58 PM.

Respectfully Submitted,
Alexandra Calandro
Office Manager / Bookkeeper
March 19, 2026

Property Management Monthly Report March 2026

Submitted by Jim Mass

Security

There were two separate incidents this month where a patron tripped and fell in the parking lot, on both occasions the rescue was called and they were treated on the scene and appeared to be fine. There was also an incident in the Young Adult department where apparently kids were rearranging the keys on the keyboards to say inappropriate words, a mirror was installed to better view the area. All other incidents were minor in nature and handled in house by staff.

Services

75 Dollar Backflow here to inspect 3 backflows- one did not pass.

Trane Mechanical at the library for contracted preventative maintenance.

Donavon and sons at the library to address the failed backflow, first a rebuild kit was installed to try to repair the leak, within a day it was leaking again, so replacement was recommended, so the backflow was replaced and once again, it starting leaking within a day, when I called them back it was determined that the psi sent to the backflow was to strong and that indicates we have an issue with an expansion tank. The plumber they sent said he had little experience with this type of issue and was recommending they send someone with a bit more experience, I called yesterday to see where we stand and they said I should have someone here next week. I'm not sure if the expansion tank can be repaired or will need to be replaced, it is 27 years old so I am not too optimistic regarding repair but will follow up in the next report.

Furey Roofing was at the library for two days to remove three sections or gutter on the south end of the library that was damaged in the blizzard. They then fabricated three new sections and reinstalled the gutters. Jim Owens, from the RI Trust then came by to inspect the work and approve reimbursement to the library. He did just that and all but our \$1,000.00 deductible will be reimbursed as soon as we submit proof of payment.

Siemens Security division was at the library to repair our door control software that crashed at some point last month. This is the software that allows card access and also allows me to set up open and closing times on the doors.

I received a call on 3/31 stating that "there was water shooting out of the wall" in the woman's public restroom. When I went up there to investigate I found that there was not water shooting from the wall but in fact somehow, the toilet in the center stall was cracked down the side of the bowl, so when the toilet was flushed water shot out of the said crack to the bowl. I called for replacement but the toilet had to be special ordered and I was told it should be in in a week to 10 days. So for the time being the water is off to the toilet and that stall has been shut down.

Please note that the bathroom exhaust fan motor is on the way out. On 3/31 I found that the motor was tripped and not working so I reset the motor. It did restart but was far louder than normal so I took apart the housing to expose the motor and found that it was in real rough shape, however I greased the

motor and bearings and it did indeed run much quieter but I do believe it's on the way out. I did receive a quote for replacement and will make the decision on the correct path forward soon.

Completed Work

Provided two "basic staff information" trainings during staff meetings.

Replaced four ballasts throughout the library.

Replaced the pre-filters in the air handler.

Prepped all three snow blowers for winter storage.

Installed a dome mirror on the ceiling in the Young Adult area to provide better security.

Replaced the bearing assembly on one of the library's vacuums.

Pruned all rose bushes.

Steam cleaned all entry mats and began high traffic areas.

Installed new through the counter soap dispenser in the woman's public restroom.

Replaced the flush diaphragm in the children's restroom.

Replaced three large 24-volt hardwired back up batteries in the door control circuit breaker box. These batteries provide power to the doors in case of a power failure and recommended replacement is every 5 years.

Repaired the trim on the "brown" play house in the children's department.

Replaced the shut off valve on the urinal in the men's staff bathroom.