



Newport Public Library
Finance Committee of the Board of Trustees
April 16, 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 - March Finance Committee | Merideth Bonvino |
| 3. Financials (attached; printed copies available in office) | Merideth Bonvino |
| 4. BankNewport visit | Merideth Bonvino |
| 5. Adjournment | Merideth Bonvino |

Next scheduled meeting: May 21, 2026 at 4:00 PM.

Please email Ann Amaral if you are unable to attend; or call 847 8720, x102.



Newport Public Library
Board of Trustees Meeting
April 16, 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 – March Trustees meeting | Alan Ridnour |
| 3. Building and Grounds Report | As Submitted |
| 4. Friends of the Newport Public Library Report | Pat Heller |
| 5. Library Director’s Report | Ann Amaral |
| 6. Adjournment | Alan Ridnour |

Next scheduled meeting: May 21, 2026 at 4:30 PM.

Please email Ann Amaral if you are unable to attend; or call 847 8720, x102.



Minutes of the Finance Committee Meeting
April 16, 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

Guests: Donald Hartley and Stephen Minicucci

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

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

Financials

The committee had no questions or comments on the financial reports.

BankNewport Visit

Mr. Hartley and Mr. Minicucci introduced themselves and provided an overview of OceanPoint Investment Solutions at BankNewport. Mr. Hartley shared information about his background, qualifications, and portfolio. He also reviewed the fee structure, which is based on assets under management: 1% on assets up to \$1 million, with fees above that amount negotiable. Fees would be charged quarterly on a prorated basis. Mr. Hartley noted that he could provide additional information if the Finance Committee shared the organization's investment policy, distribution policy, and a current statement from Wells Fargo. He explained that the investment policy outlines how investments are managed, while the distribution policy establishes the parameters and expectations for the portfolio. Mr. Hartley and Mr. Minicucci answered several questions from the Finance Committee and left the meeting. After their departure, the Committee discussed scheduling a meeting with Wells Fargo in May or June and identified a few questions for Wells Fargo, including how fees are currently being charged. Ms. Bonvino said she would reach out.

Adjournment

There being no further business, Ms. Bonvino requested a motion to adjourn. Mr. Ridnour made the motion to adjourn, and Mr. Baylor seconded. The motion passed unanimously and the meeting adjourned at 4:35 PM.

Respectfully Submitted,
Alexandra Calandro
Office Manager / Bookkeeper
April 16, 2026



Minutes of the Board of Trustees Meeting
April 16, 2026
Newport Public Library
300 Spring Street, Newport, Rhode Island 02840

Minutes

In Attendance

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

Excused: Kristie Gardiner

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 4:35 PM. A quorum was determined to be present.

Minutes of Previous Meetings

Mr. Ridnour asked for any amendments or corrections to the March meeting minutes. Ms. Marshall made a motion to approve the minutes and Ms. Sebest seconded the motion. The motion passed unanimously.

Building and Grounds Committee Report

The Board commented that a lot of equipment is starting to breakdown.

Friends of the Newport Library Report

Ms. Heller began her report with news that the Friends Membership Drive will begin next month. There will be a volunteer meeting on April 30th to update the teams that work in the back and in the bookstore. Lastly, the bookstore is currently running a Spring Sale through Saturday, April 18th and all books and puzzles will be \$1.

Library Director's Report

Ms. Amaral began her report with staff news. Erin Shaw has left for another opportunity and the Part-Time Administrative Assistant role will be posted soon. There are upcoming outreach events that two staff members will be attending: Sail Newport's Community Waterfront Day at Fort Adams on May 30 and the Farmer's Market on May 27. There was another round of open items for the ongoing audit for 2023 and 2024. KLR will attend the May Board Meeting to provide an update. Ms. Amaral ended her report by

providing closure reminders. The library will be closed on Monday, May 11 for Staff Development Day and on Monday, May 25 for Memorial Day. Sunday hours end on May 3.

Ms. Marshall asked about the staff evaluations, including goal setting and post-evaluation follow-up. Ms. Amaral said the Department Heads will be encouraged to establish goals and conduct a quarterly check-in.

Adjournment

Business being concluded, Mr. Ridnour asked for a motion to adjourn the meeting, Ms. Bonvino made a motion to adjourn and Ms. Sebest seconded the motion. The vote was unanimous to adjourn the meeting at 4:46 PM.

Respectfully Submitted,
Alexandra Calandro
Office Manager / Bookkeeper
April 16, 2026

Property Management Monthly Report April 2026

Submitted by Jim Mass

Security

There were no major security issues this month. We did have a couple issues with young adults. One with teens acting rowdy and loud, they were spoken too and left on their own, the other involved teens rearranging the keys on the key board to say a racial slur. We did not catch the teens but have implemented a few things to prevent this from happening again.

Services

Trane was at the library for 2 days for scheduled preventative maintenance. on the boiler and air handler. It was noticed that the bathroom exhaust fan motor was starting to fail. We signed a proposal for the motor to be replaced which will take place soon.

Donavan and Sons was at the library to replace a toilet along with the toilet wall supports in the woman's public restroom.

Dormakaba (door control) was at the library three different times for the same issue on the second set of doors on the parking lot side of the building. The doors were "ghosting" or constantly opening and closing without anyone in front of them. After trying a few different things, it was determined that a whole new entry sensor was needed, it was installed and now works fine. Our service contract with them includes all labor so we did not get charged for the repeated visits, we do however get charged for all parts.

Completed work

Prepped all lawn equipment for the season.

Replaced the drive gears on the Honda lawn mower.

Replaced all the wheels and belts on the Toro lawn mower.

Changed three ballasts throughout the library.

Prepped all garden beds for mulch (8 yards being delivered 5/15).

Completed all department staff evaluations.

Replaced the cord and height adjustment sensor on one of the library vacuum cleaners.

Repaired constant running urinal in the men's public restroom.

Continued carpet cleaning of high traffic areas.

Replaced washers in the faucet in the CM office to stop constant dripping.

Cleared clogged drain in the Program Room kitchen.

Replaced leaking water line in water fountain in the lower lobby which fixed one leak, other leaks were found and am waiting to hear from the plumber if parts are available, could need a complete rebuild or replacement depending on part availability.

Replaced worn carpet tiles in the children's department.

Replaced two of the charging cords on the phone charger in the Young Adult department.

Secured shelf behind the circulation desk to the wall.

Replaced wall outlet in the maintenance office.

Replaced the water spray valve on one of the carpet cleaners.

Repaired the stall lock on the handicapped stall in the men's public restroom.