



Newport Public Library
Finance Committee of the Board of Trustees
May 21, 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 - April Finance Committee | Merideth Bonvino |
| 3. Financials (attached; printed copies available in office) | Merideth Bonvino |
| 4. New Business | Merideth Bonvino |
| a. BankNewport Building Fund | |
| b. Investment Policy Statement approval | |
| 6. Adjournment | Merideth Bonvino |

Next scheduled meeting: June 18, 2026 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
May 21, 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 | Liz Marchi |
| 2. Approval of Minutes – April Trustees meeting | Liz Marchi |
| 3. New Business | Liz Marchi |
| a. KLR visit: Audit Update | |
| 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 | Liz Marchi |

Next scheduled meeting: June 18, 2026 at 4:30 PM.

Please email Alexandra Calandro if you are unable to attend; or call 847 8720, x101.



Minutes of the Finance Committee Meeting
May 21, 2026
Newport Public Library
300 Spring Street, Newport, Rhode Island 02840

Minutes

In Attendance

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

Excused: Alan Ridnour

NPL Staff: Ann Amaral, Alexandra Calandro

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 April Finance Committee meeting. Mr. Baylor seconded the motion. The motion passed unanimously.

Financials

The committee commented on the Budget Vs. Actuals report that the library is currently underbudget in the expenditures section and received more revenue than the budgeted amount. Ms. Amaral noted that she has spending plans for the remaining expenditures budget.

New Business

a. BankNewport Building Fund

The Building Fund at Bank Newport has a small interest rate of .05% and the Premier Plus Money Market has an interest rate of 3.3%. Ms. Amaral asked Mr. Tougas if this account is restricted and he said there is no documentation noting any restrictions. Ms. Amaral suggested the Library transfers the balance of the Building Fund to the Premier Plus Money Market account and the Board unanimously agreed.

b. Investment Policy Statement approval

The Committee discussed the draft version of the investment policy. There were many questions and a unanimous decision was made to table the conversation and policy approval until the next meeting. Wells Fargo will be invited to the June meeting to provide more insight on the Investment Policy Statement.

Adjournment

There being no further business, Ms. Bonvino requested a motion to adjourn. Ms. Sebest made the motion to adjourn, and Mr. Baylor seconded. The motion passed unanimously and the meeting adjourned at 4:38 PM.

Respectfully Submitted,
Alexandra Calandro
Office Manager / Bookkeeper
May 21, 2026



Minutes of the Board of Trustees Meeting
May 21, 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, Edwina Sebest, Dan Tougas

Excused: Charlotte Marshall, Don O'Brien, Alan Ridnour

NPL Staff: Ann Amaral, Alexandra Calandro

Also present: Pat Heller, David Adamski and Patrick Drum

Call to Order & Determination of a Quorum

Ms. Marchi called the meeting to order at 4:40 PM. A quorum was determined to be present.

Minutes of Previous Meetings

Ms. Marchi asked for any amendments or corrections to the April meeting minutes. Ms. Bailey made a motion to approve the minutes and Ms. Sebest seconded the motion. The motion passed unanimously.

New Business

a. KLR visit: Audit Update

David Adamski and Patrick Drum from KLR presented the Newport Public Library's Form 990 and the draft version of the Financial Statements Year Ended June 30, 2023. They noted that any non-profit organization that receives over \$1,000,000 needs to be audited annually. The drafts of the Financial Statements Year Ended June 30, 2024 and 2025 will be ready in the upcoming weeks. Following their report and answering questions, the representatives from KLR left the meeting.

Building and Grounds Committee Report

The Board commented on the issue with the service animals.

Friends of the Newport Library Report

Ms. Heller began her report with news that the Friends Membership Drive is ongoing during the month of May. The Spring Sale was a big success and raised over \$1,800. The Summer Sale is currently scheduled for the week of August 3rd. The bookstore will be giving away vouchers for a free book to all the children who sign up for the Summer Reading Program. Lastly, the Friends have a fundraising event on Friday, June 26th

with Gansett Cruises. They will receive the ticket price for everyone who signs up for the 12:45 PM tour and mentions the Friends.

Library Director's Report

Ms. Amaral began her report with staff news. The Part-Time Administrative Assistant position has been filled by Kera Kennington, who is currently a member of the Circulation Department. The Library is now working to fill the open position in the Circulation Department. The Staff Development Day went very well, except for one last minute presentation cancellation. The staff evaluations have been completed. Five staff members attended the RI Library Association Conference at URI on May 20. Ms. Amaral provided an update on the Long-Range Plan, stating the Community Survey will be ready next week in time for outreach at the Farmer's Market. A draft of the Long-Range Plan will be provided to the Board for approval. Ms. Amaral gave a reminder that the Library will be closed on May 25 for Memorial Day and on June 19 for Juneteenth. Lastly, Ms. Amaral mentioned that the Library received a donation in the form of stocks.

Adjournment

Business being concluded, Ms. Marchi 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 5:30 PM.

Respectfully Submitted,
Alexandra Calandro
Office Manager / Bookkeeper
May 21, 2026

Property Management Monthly Report for May 2026

Submitted by Jim Mass

Security

This month we had a number of security issues, 2 of which involved elderly patrons falling, one in front of the elevator and the other in front of the copier at circ, both were not injured and both declined medical treatment. A few other incidents were minor in nature and handled in-house by staff with limited library interruption, however the two remaining incidents were far more disruptive, details below.

The first incident involved a very loud disturbance between a couple and a young lady that started when the couple sat at the same table as the young lady in the Jack Lang reading area. The young lady overreacted and a shouting match began. I then explained to all of them that another disturbance of that nature would not be tolerated and that if it happened again all parties involved would be asked to leave the library. Unfortunately, the situation escalated and the young lady was asked to leave the library. She refused and was eventually escorted out by the police.

The second incident involved a woman in the reference area making strange and exaggerated body gestures and noises toward herself and anyone who was in the vicinity of her eventually causing some patrons to feel uncomfortable and leave the library. The woman was spoken to by reference staff and said she would control herself but her behavior began again at an even more exaggerated level. She stated loudly that she was leaving but when she left she returned and went into the children's area and began her odd and erratic behavior there, even trying to interact with kids causing some parents to take their kids and leave. At this point staff called security and she was told to leave and she did. The police were called by a patron, we presume. The police said they knew who she was and would speak to her.

Services

Siemens was at the library for scheduled preventative maintenance on the HVAC controls, we also replaced a TEC in the admin office, which is a controller that communicates what's going on in the area to the front end.

R.I. Fire Protection was at the library for quarterly inspections of the sprinkler system. It was also noted that there are 4 25 year sprinkler heads located in the staircase going to the attic that are due to be swapped out.

Trane was at the library to replace the bathroom exhaust fan motor on the roof.

Coastal electric was at the library for quarterly testing of the fire alarm.

I met with Bill Boardman, city engineer, and a representative from Flood Break, a company that installs flood protection barriers, to discuss potentially having a flood barrier installed at the parking lot entrance.

Trane was back at the library to make adjustments to the exhaust fan motor they installed and also to replace a low water cut off on one of the hydro-therm boilers.

Innovative Home Systems at the library to begin a series of add-ons and improvements to our security camera system - work completed in early June, will report in detail in the June report.

Otis Elevator at the library for contracted P.M. on the elevator

Completed Work

Prepped all garden beds on grounds and in the parking lot for mulch.

Spread 9 yards of mulch around the building and surrounding areas.

Hung summer reading banners over both entrances, and re hand them after blown down in a wind storm.

Replaced flush diaphragm on the toilet in the men's staff bathroom.

Continued seasonal grounds maintenance.

Painted various white walls on the lower level of the building.

Replaced 4 ballasts throughout the building.

Replaced broken pull start on the Honda lawn mower.

Continued carpet cleaning of high traffic areas throughout the building.

Addressed slow drain in the sink in the C.M. office

Repaired broken handle on the toilet in the Children's bathroom.

Prepared cleaning supply order.

Shut down lobby entry heat fans for the season.

Repaired dishwasher in the staff break room.

Cleaned grounds after heavy wind storm.

Greased all rollers on the entry gate to the loading dock area.

Secured lattice to the building on the parking lot side that was damaged in a wind storm.

Replaced broken electrical outlet in the young adult area.

Repaired damaged wall in the Children's Program Room.