

NEWPORT PUBLIC LIBRARY

Board of Trustees

Meeting Minutes

October 18, 2012

1. Call to order: President Mary Ambrogi called the meeting to order at 4:30 p.m. in the Rotary Board Room of the Newport Public Library.

Attendance: Mary Ambrogi, Jennifer Booth, Carol Cummins, Doriene Farzan, Chuck Flippo, Paul Gaines, Girard Galvin, David Gordon, Eileen Hadfield, Robin Skuncik Jones, Susan McCoy, Justin McLaughlin, David Reed, Sheila Sulentic and library director Regina Slezak.

Library Webmaster Mattie Gustafson was also in attendance.

Excused: Lynn Ceglie

2. Amendment to the agenda:

There were two changes to the agenda.

Under the heading New Business, Item d was removed from the agenda.

Under the heading New Business, Item e, 3M Cloud Product was moved to the beginning of the meeting.

3. 3M Cloud Product:

Mattie Gustafson, Library Webmaster, demonstrated the library's newest e-book product, 3M Cloud. The Library has e-book access through Overdrive with OSL. 3M Cloud is for Newport Public Library card holders only and is very easy to use. E-books can be downloaded on many devices, on your computer at home or at the library on the Discovery Station.

4. Minutes of the September 20, 2012 meeting:

Susan McCoy asked for changes or additions to the minutes. Hearing none, she asked for a motion to accept the minutes as presented. Girard Galvin moved to accept the minutes of the September 20, 2012 meeting. Jennifer Booth seconded the motion. Mary Ambrogi, Jennifer Booth, Carol Cummins, Doriene Farzan, Chuck Flippo, Paul Gaines, Girard Galvin, David Gordon, Eileen Hadfield, Robin Skuncik Jones, Susan McCoy, Justin McLaughlin, David Reed and Sheila Sulentic voted for the motion. There were no votes against. The vote was unanimous.

The motion carried.

5. Finance Committee report:

Financial statements for September 2012 were reviewed. Robin Skuncik Jones reported that the library received \$62,000 in income in September: \$25,000 from the Friends of the Library and

approximately \$37,000 from the event. Investment income was up 4.5% in September.

6. President's report:

Mary Ambrogi introduced new Board member Sheila Sulentic to the Board of Trustees.

The goal of this year's Board is to work on updating policies, working on the future of the foundation and moving forward with the space design on the main floor of the library.

Board members were asked to sign up for at least one committee that they would be interested in serving on.

7. Financial Development Committee report:

Susan McCoy reported that the Event Committee met for its final meeting on Tuesday, October 16. The final figures for the event and planning for next year's event were discussed.

Mary Ambrogi informed the Board that this year's annual appeal letters are due to go out at the beginning of November. Letters from last year's donors were passed around and Board members were asked to write a personal note on a letter of an acquaintance if they desired.

8. Building and Grounds Committee:

David Reed reported that the new sump pump installed in the attic began to leak but has been repaired.

9. Friends of the Library:

Chuck Flippo reported that the Friends are preparing for the holiday sale in early November. Friends volunteers attended fire safety training held by library Property Manager Jim Mass.

10. Director's Report:

In addition to her written report, Regina Slezak reported that, at their last meeting, the Friends of the Library gave the Library an additional \$5,000 for the purchase of e-books for the 3M Cloud Library.

The library has been busy despite Spring Street construction and lack of parking making it difficult to get to the library.

Regina has been participating in Engage Newport, a program informing residents of services provided by the city.

11. New business:

a. Conflict of Interest Form:

Each member of the Board of Trustees is required to fill out a Conflict of Interest form yearly and have a form on file in the Administration Office. Forms were sent out to Board members and distributed at the meeting. Signed forms were collected at the meeting.

b. New Board Members:

Paul Gaines reported that Board nominee Yadira Titus had to withdraw. Another candidate is being sought to replace her. Mary Ambrogi reported Lesley Thurston has resigned and a replacement

will be needed.

12. Adjournment:

The meeting was adjourned at 5:45.

The next meeting is scheduled on November 15, 2012.