

NEWPORT PUBLIC LIBRARY

Board of Trustees

Meeting Minutes

November 20, 2014

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

Attendance: Jennifer Booth, Lynn Ceglie, Michael Dawson, Girard Galvin, Angel Gonzalez, Robin Skuncik Jones, Susan McCoy, Justin McLaughlin, Linda Martin, David Reed, Marriam Cramer Ring (for Chuck Flippo) and library director Anne Shepherd.

Excused: David Gordon and Jessica Walsh.

2. Amendment to the agenda:

There were no changes or additions to the agenda.

3. Secretary's Report:

Susan McCoy asked for changes or additions to the October 16, 2014 Board meeting minutes. Hearing none, she asked for a motion to accept the minutes as presented.

David Reed made a motion to accept the minutes as presented.

Michael Dawson seconded the motion.

A roll call was taken. Jennifer Booth, Lynn Ceglie, Michael Dawson,

Girard Galvin, Angel Gonzalez, Robin Skuncik Jones, Susan McCoy, Linda Martin and David Reed voted for the motion. There were no votes against. The vote was unanimous. The motion carried.

4. Finance Committee report:

Michael Dawson reported that the financial statement for October 2014 was reviewed. The library has received all its funds from the city so far this fiscal year but is awaiting state funding. The first payment should be received by the end of December.

The annual audit for fiscal year 2013-14 is proceeding and a final report is due soon.

5. President's Report:

Robin Skuncik Jones welcomed newly elected trustee Rita Slom to the Board of Trustees.

6. Building and Grounds Report:

David Reed reported that he received a report from Jim Mass, library property manager. The Property Management is short staffed as one employee has been out on extended sick leave.

7. Financial Development Committee report:

Susan McCoy reported that the annual appeal letters are ready to be mailed. She hopes to give a good report next meeting.

8. Friends of the Library:

Marriam Ring, filling in for Chuck Flippo, reported that the Friends Holiday Booksale made over \$4,000 and sold many items. There will be another sale in March along with a membership drive.

At the last Friends meeting, the Friends gave the library \$1,000 for the purchase of furniture for the Children's Room.

9. Director's Report:

Anne Shepherd reported that she met with city officials from the public services department concerning parking problems in the lot adjacent to the library. Year round patrols and the possibility of more spaces were discussed.

The library has received a grant from the Champlin Foundations to re-cable the library. This will result in faster internet speed.

The Point Houses in the Children's area are being refurnished with new furniture and carpeting. A ribbon cutting will be held when they are completed.

Anne Shepherd will appear on Cox cable access, being interviewed and in a 30 second public service announcement for the library.

10. Old business:

a. Request to serve wine at Friends event:

Due to the absence of Friends President Chuck Flippo, the request will be tabled until the next Board meeting.

11. New business:

a. Check signing change:

At the Finance Committee meeting, Anne Shepherd requested a change in the library's check signing procedure. Currently two signatures are needed for checks over \$500. She requested that the limit be raised to \$1,000. The Finance Committee agrees and recommends this change.

Susan McCoy made a motion to allow one signature for checks drawn for \$1,000 or under. David Reed seconded the motion. A roll call was taken. Jennifer Booth, Lynn Ceglie, Michael Dawson, Girard Galvin, Angel Gonzalez, Robin Skuncik Jones, Susan McCoy, Linda Martin and David Reed voted for the motion. There were no votes against. The vote was unanimous. The motion carried.

b. Dissolution of the Library Foundation:

After a discussion with the library's auditing firm, it appears that the library foundation has not been formally dissolved. The foundation was never funded and does not have any assets. A vote is needed for the dissolution.

Susan McCoy made a motion to dissolve the Newport Public Library Foundation. Jennifer Booth seconded the motion. A roll call was taken. Jennifer Booth, Lynn Ceglie, Michael Dawson, Girard Galvin, Angel Gonzalez, Robin Skuncik Jones, Susan McCoy, Linda Martin and David Reed voted for the motion. There were no votes against. The vote was unanimous. The motion carried.

12. Adjournment:

The meeting was adjourned at 5:00 pm

The next meeting is scheduled on January 15, 2015.