

NEWPORT PUBLIC LIBRARY

Board of Trustees

Meeting Minutes

May 21, 2015

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: Michael Dawson, Michael Dutton, Chuck Flippo, Girard Galvin, David Gordon, Robin Skuncik Jones, Linda Martin, Justin McLaughlin, Rita Slom, Jessica Walsh, library bookkeeper Annette Love and library director Anne Shepherd.

Excused: Jennifer Booth, Linda Martin, David Reed,

Absent: Angel Gonzalez

2. Amendment to the agenda:

There were no changes or additions to the agenda.

3. Secretary's Report:

Robin Skuncik Jones asked for changes or additions to the March 19 and April 16, 2015 Board meeting minutes. Hearing none, she asked for a motion to accept the minutes as presented.

Rita Slom made a motion to accept the minutes as presented. Michael Dawson seconded the motion. A roll call was taken. Michael Dawson, Michael Dutton, Girard Galvin, David Gordon, Robin Skuncik Jones, Linda Martin, Rita Slom and Jessica Walsh 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 statements for April 2015 were reviewed. Expenses are still under budget but should level with end of year bills and contracts. Investments earned 1.38% for the month of April, 3.78% for the fiscal year.

5. President's and Personnel Committee report:

Robin Skuncik Jones reported that the Personnel Committee met to review the Retirement and Sick Leave policies. Changes were made to these policies on the recommendation of the auditor. A vote to approve the changes will be taken at this meeting.

6. Building and Grounds Report:

Anne Shepherd reported that work on the gutters and eaves has been completed by Furey Roofing. The property maintenance staff has finished spring clean up of the library grounds, laying down new mulch and planting new roses.

7. Financial Development Committee report:

Rita Slom reported that the Event Committee is seeking additional

sponsors and donations of auction items. This year's event will be held under a tent in the park near the library's reference area.

8. Friends of the Library:

Chuck Flippo reported that this year's annual meeting is June 11 in the Program Room. The Friends have once again received a \$2,000 donation from the 1776 Foundation.

9. Director's Report:

Anne Shepherd reported on staff changes. Ann Amaral, reference librarian, will replace Luke Owens as Head of Reference. Luke is moving his family to Arizona. Kirby Lee has been hired as the new reference librarian, taking the place of Ann Amaral.

The renovations of the library are moving forward. The Circulation Department is finished and work has begun on the Children's Area. The lower level will be renovated with funds from a city bond. New offices and storage space will be constructed in this area as well as a refurbished Friends work area.

Due to a contract problem, interlibrary delivery has been curtailed since the beginning of May causing a delay in receiving materials from other libraries. Staff members have been collecting materials returned from other libraries and taking them to Warwick where they drop them off and pick up materials for Newport. A new company has been contracted and will begin the last week of May so things should get back to normal.

10. Old business:

a. Chinese Auction update:

The artifacts and books sent to Grogan and Sons have been divided into two separate lots for auction. Grogan is optimistic that all items should sell. The auctions are scheduled for June.

b. Piano:

Larry Brown of Larry Brown Piano Service has submitted an estimate of approximately \$35,000 to renovate the grand piano in Program Room. As this amount of money for repairs is too much for a piano that gets little use, this leaves the library with two options concerning the piano: Keep the piano as it is or sell it. Mr. Brown has offered to help sell the piano for which he hopes to get between \$4,000 - \$6,000 in its present condition. After discussion, the Board decided to sell the piano.

Michael Dawson made a motion to allow the grand piano to be sold for a minimum price of \$4,000. Rita Slom seconded the motion. A roll call was taken. Michael Dawson, Michael Dutton, Girard Galvin, David Gordon, Robin Skuncik Jones, Linda Martin, Rita Slom and Jessica Walsh voted for the motion. There were no votes against. The vote was unanimous. The motion carried.

11. New business:

a. Approve policy updates:

Three policies were reviewed and updated.

The Hours of Service policy was updated to include the closing of

the library on the day of the St. Patrick's Day Parade.

Michael Dutton made a motion to accept the Hours of Service policy as updated. Linda Martin seconded the motion. A roll call was taken. Michael Dawson, Michael Dutton, Girard Galvin, David Gordon, Robin Skuncik Jones, Linda Martin, Rita Slom and Jessica Walsh voted for the motion. There were no votes against. The vote was unanimous. The motion carried.

The Retirement Policy contains several changes including a 10% cap in employer 4013b match and the elimination of post retirement medical benefits for new hires after June 1, 2015. Also, dental insurance can be purchased after retirement by the retiree from the City of Newport.

Rita Slom made a motion to accept the Retirement policy as updated. Michael Dawson seconded the motion. A roll call was taken. Michael Dawson, Michael Dutton, Girard Galvin, David Gordon, Robin Skuncik Jones, Linda Martin, Rita Slom and Jessica Walsh voted for the motion. There were no votes against. The vote was unanimous. The motion carried.

The Sick Leave Policy was changed to reflect the payout of unused sick leave. Employees, who have accumulated sick leave, have worked for the library for a minimum of 10 years and were hired after

June 1, 2015 will be paid for 50% of their accumulated time.

Linda Martin made a motion to accept the Sick Leave Policy as updated. Rita Slom seconded the motion. A roll call was taken. Michael Dawson, Michael Dutton, Girard Galvin, David Gordon, Robin Skuncik Jones, Linda Martin, Rita Slom and Jessica Walsh voted for the motion. There were no votes against. The vote was unanimous. The motion carried.

12. Adjournment:

The meeting was adjourned at 5:10 pm

The next meeting is scheduled on June 18, 2015.