

NEWPORT PUBLIC LIBRARY

Board of Trustees

Meeting Minutes

April 21, 2016

1. Call to order: President Michael Dawson called the meeting to order at 4:35 p.m. in the Rotary Board Room of the Newport Public Library.

Attendance: Jennifer Booth, Michael Dawson, Michael Dutton, Girard Galvin, Angel Gonzalez, David Gordon, Linda Martin, Susan McCoy, David Reed, Rita Slom and Library Director Anne Shepherd.

Excused: Chuck Flippo, Justin McLaughlin, 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 March 17, 2016 Board meeting minutes. Hearing none, she asked for a motion to accept the minutes as presented

David Gordon made a motion to accept the minutes as presented. Angel Gonzalez seconded the motion. A roll call was taken. Jennifer Booth, Michael Dawson, Michael Dutton, Girard Galvin, Angel Gonzalez, David Gordon, Linda Martin, Susan McCoy, David Reed and

Rita Slom voted for the motion. There were no votes against. The vote was unanimous. The motion carried.

4. Finance Committee Report:

a. Financial Statement for March 2016:

The financial statement for March 2016 was reviewed. Michael Dutton reported that investment income rose 5% in March, 1.4% year to date. Miscellaneous expenses were higher than usual in March due to unforeseen service calls including failures of the automatic door software, a roof pump and a circulator pump in the HVAC system.

The library has now received 3 quarterly payments of state grant in aid. The last quarterly payment should arrive before the end of the fiscal year.

5. Building and Grounds Report:

David Reed reported that a new circulator pump is needed for the HVAC system. The part has been ordered and should take about 3 weeks to arrive.

6. Financial Development Committee report:

Susan McCoy reported that the event has received almost \$13,000 in sponsorships including \$500 from the Friends of the Library. Silent auction items are still needed.

7. Director's Report:

Anne Shepherd reported that former Board member and current Event Committee member Ruth Thumbtzen was honored with a

Newport Daily News Community Volunteer award for her work in the community.

The library's long range plan is due to be updated. Anne Shepherd plans to have public forums during the summer to get feedback from the community.

Anne Shepherd reported that she has met with the city engineer and the chief of police concerning the lack of parking in the lot adjacent to the library. Instituting 3 hour parking all year round as opposed to just the summer months may help to alleviate some of the problems. Limiting outside groups from using the meeting rooms when the library has programs that are heavily attended may help with complaints of no parking for library patrons.

Mattie Gustafson, Collection Management Librarian/Assistant Director has announced her retirement after 35 years. Ann Amaral, Head of Adult Services, will assume the duties of Assistant Director and the Library will post for the position of Collection Management Librarian.

8. Old business:

a. Renovation update:

Renovations are proceeding. Planning has been completed for the next phase which includes the remainder of the children's section, the teen area and the adult section. The front of the Friends Bookstore should be completed in time for the annual event in June.

9. New business:

a. Update Sick Leave & Public Service Policies:

The Sick Leave Policy was amended to include the use of sick time by the employee for family members. After discussion, the wording was changed to allow sick time to be used “by the employee to care for a household member who currently resides with the employee. “

David Reed made a motion to accept the Sick Leave Policy as amended. Susan McCoy seconded the motion. A roll call was taken. Jennifer Booth, Michael Dawson, Michael Dutton, Girard Galvin, Angel Gonzalez, David Gordon, Linda Martin, Susan McCoy, David Reed and Rita Slom voted for the motion. There were no votes against. The vote was unanimous. The motion carried.

The Public Service – Circulation Policy was updated. This policy outlines the rules for membership and lending for the library.

David Reed made a motion to accept the Public Service - Circulation Policy as presented. Susan McCoy seconded the motion. A roll call was taken. Jennifer Booth, Michael Dawson, Michael Dutton, Girard Galvin, Angel Gonzalez, David Gordon, Linda Martin, Susan McCoy, David Reed and Rita Slom voted for the motion. There were no votes against. The vote was unanimous. The motion carried.

b. Linda Martin asked Board members to submit any possible nominations for vacancies on the Board of Trustees.

c. Anne Shepherd announced that Board member Jessica Walsh has

a new baby boy. Both mother and son are doing well.

10. Adjournment:

The meeting was adjourned at 5:25 pm

The next meeting is scheduled on May 19, 2016.