

**Newport Public Library Board Meeting**  
**November 18, 2009**  
*Minutes*

Present: Sharon Beardsley, Curt Fewkes, Cindy McConnell, Chip Norman, Terry Obteshka, Ted Smith.

The meeting was called to order by Sharon Beardsley.

**Minutes:** The minutes of the September 16, 2009 meeting were approved by voice vote.

**Honor Card Policy:** Smith stated that he had presented the idea of an Honor Card to the CRSN Board at their meeting yesterday, November 18, and that the idea was met with approval. The Honor Card was proposed by Newport Library staff for patrons who can't provide proof of their address, but would still like to be able to check out materials other than the very modest collection of uncatalogued paperbacks the library offers. The idea is that a person could apply for an Honor Card and then be able to check out one item at a time. McEntee moved, and Fewkes seconded, that the proposal be approved; none were opposed.

**Pandemic Plan:** Smith described the library's Pandemic Plan as a multi-stage plan, with various amendments to public service depending on the capacity of the library staff. Fewkes asked if there is a City Pandemic Plan in effect, and Smith replied that all city departments are exercising precautions and using common sense to avoid illness. The library has made hand sanitizer available to the public, and is using dry sanitizer on keyboards. There are informational signs on avoiding infection displayed throughout the library. The board had no further suggestions for the plan.

**Librarian's Report:** Smith reported that staff members Cohen and Haggerty plan to offer a program for children on days when school is not in session. The first of these programs will be Monday, November 30, 2:00 – 4:00 p.m. The library will offer games and crafts to children aged 6 -12, in an attempt to keep them "gainfully occupied" (McConnell).

The board offered congratulations to Smith on the passage of the Local Option levy, and expressed gratitude for the voters' support of the library.

Smith remarked that circulation statistics just keep climbing; he noted that self-check continues to be 15 – 20% of each day's circulation. He observed that as long as patrons have to bring their DVDs and CDs to the circ desk to be unlocked, we probably can't hope for too much improvement in the self-check figures. Fewkes noted that when he mentions library circulation figures to others, they are amazed at library use.

Smith asked for input on the carpet project. The carpet on stairs, and in part of the lower lobby, will be replaced with laminate tile. Originally it was planned that the laminate have patches of carpet remaining, to add continuity to the design.

Smith asked if the Board had any opinion on keeping the carpet patches, and it was generally agreed that the patches enhance the design. Smith hopes to have enough money left over from the carpet project to replace the linoleum in the downstairs public restrooms.

As there was no **Other Business**, the meeting was adjourned at 5:45 p.m.

Respectfully submitted,  
Martha