



**Newtown Public Library
Minutes of the Monthly Meeting of the Board of Trustees
January 21, 2016
7:00 PM**

Agenda:

George Chittenden, Vice President, called the regular meeting of the Board of Trustees of Newtown Public Library to order at 7:05 PM on January 21, 2016.

Present at the Meeting: George Chittenden, Leslie Marlo, Diana Weaver, Howard Walker, Theresa Shephard (excused after board appointments), Arlene Caruso, Library Director.

Excused: Bobbi Schoenstadt

2016 Board Officer Nominations/Appointments:

President – Diana Weaver – nominated by Howard Walker, second by George Chittenden, unanimously approved.

Vice President – George Chittenden – nominated by Diana Weaver, second by Howard Walker, unanimously approved.

Treasurer – Leslie Marlo – nominated by George Chittenden, second by Theresa Shepard, unanimously approved.

Secretary – Howard Walker - nominated by Diana Weaver, second by George Chittenden, unanimously approved.

The meeting was turned over to the newly appointed president Diana Weaver.

Agenda: Agenda was approved with a motion by Diana Weaver, second by Howard Walker.

Minutes: The minutes for the December 17, 2015 meeting were approved with a motion by George Chittenden, second by Diana Weaver.

Reports:

> **Director**

- Please refer to document entitled Library Director's Report, January 2016 for full details of Arlene Caruso's report.
- Statistics will be provided in a text format rather than the usual spread sheet. It will include analysis on trends.
- Volume was down for December which is in line with the typical winter drop off. No programs were scheduled for the month which also contributes to lower volume.
- A new heading was added to the Directors Report, Adult Services. The section will focus on the programs target to adults.



- 2016 Library goals were reviewed:
 - 3D printer will be rolled out the first week in May to correspond with Philly Tech Week.
 - The conversion of the finances to Quickbooks will be completed in January.
 - Refer to the Directors Report for the other library goals.
- The 2015 By the Numbers report was reviewed with the board. It will be presented to the Newtown Township Board of Supervisors on Monday.
- George Chittenden made a motion to approve the Director's report. Leslie Marlo seconded the motion. The motion passed unanimously.

- **Friends of the Library**
 - The last Friends meeting had a limited attendance and was short.
 - The Friends are working on their seasonal programs for 2016. Nothing has been finalized yet.
 - The status of the book sale is still under discussion

- **DCLS Monthly Meeting**
 - George Chittenden will attend the February meeting and Howard Walker will attend in March.
 - Summary of the January meeting:
 - 2016 is the 35th anniversary of DCLS
 - DCLS received a 1.8% funding increase in the FY2016 budget. It is the first funding in many years. It will result in a small increase per library.
 - A new law librarian began in January and a digital librarian was just hired.
 - DCLS would like to hire someone to work on grants and publications.

- **Old Business:**
 - The redesign of the website has been tabled until after the development of the strategic plan.
 - The development of the strategic plan may require a special committee be formed. This option will be discussed at next month's board meeting.
 - A potential new board member will attend the meeting next month.

- **Treasurer – December Financials:**
 - Please refer to Treasurer's Report – December 2015.
 - The fund drive did very well in December but is still below budget targets.
 - The 2015 deficit was \$3,000 but it does not include the audit fees which will put the deficit closer to \$7,000. The deficit was not as large as 2014 but still a deficit.
 - Fund raising will be part of the strategic plan discussion.
 - Diana Weaver moved to approve the treasurers' report with a second by George Chittenden. The report was approved by unanimous voice vote.



➤ **New Business:**

- The board approved the annual employee salary increases based on the recommendation of the director.
- The credit card account will be closed and opened with BB&T. The treasure will apply for the card.
- Leslie Marlo and Diana Weaver will be the two signers for the credit card. This will be done in February.
- Diana Weaver will circulate the 2016 board calendar after Arlene updates the calendar with the DCLS meeting dates and times.

The next meeting of the Board of Trustees will be held at 7:00 PM on February 18, 2016.

Diana Weaver adjourned the meeting at 8:19 PM.

Minutes submitted by Howard Walker, Secretary