

Newtown Public Library
201 Bishop Hollow Road
Newtown Square, PA 19073
610-393-7885
www.newtownlibrary.org

BOARD OF TRUSTEES
Thursday, March 16, 2017
Public Meeting: 7 p.m.

MINUTES

TRUSTEE PRESENT

President Chittenden
Vice President DeFidelto
Trustee Erickson
Trustee Shephard
Trustee Swenson Danowitz

STAFF PRESENT

Director - Caruso

GUEST PRESENT

District Consultant Stubbs

TRUSTEE ABSENT

Trustee Schoenstadt
Treasurer Walker

1. CALL TO ORDER: PRESIDENT CHITTENDEN CALLED THE MEETING TO ORDER AT 7:05 P.M.
2. ROLL CALL: AS INDICATED ABOVE
3. INTRODUCTION OF GUEST(S):
 - 3.1. Janis Stubbs, District Consultant, Delaware County Libraries
 - 3.1.1. Janis Stubbs reviewed the history of Delaware County Libraries and what her role is within that organization as it relates to the Board. She reviewed the structure of libraries within Pennsylvania. She also discussed the main responsibilities of the Board – that of advocacy and fundraising. She encouraged the Board members to join the Pennsylvania Library Association.
4. AGENDA:
 - 4.1. Consider approving the agenda
Motion to approve was made by Trustee Shephard, seconded by Trustee Swenson Danowitz.
Approved by a vote of 5 to 0.
5. MINUTES:
 - 5.1. Consider approving the minutes from the February 16, 2017 meeting
Motion to approve was made by Trustee Erickson, seconded by Trustee Swenson Danowitz.
Approved by a vote of 5 to 0.
6. REPORTS:
 - 6.1. TREASURER'S REPORT:
 - 6.1.1. Consider approving the Treasurer's Report
Approval of the Treasurer's Report was tabled until the April meeting.
 - 6.2. DIRECTOR'S REPORT:
 - 6.2.1. Consider approving the Director's Report
Motion to approve was made by Trustee Shephard, seconded by Trustee Erickson. Approved by a vote of 5 to 0.

6.3. FRIENDS OF THE LIBRARY LIAISON REPORT:

In the absence of Trustee Schoenstadt, Caruso reported that the Friends of the Library are planning on having a mini book sale from April 7-9, 2017. The Friends are also planning other events for the spring and summer including a Silent Auction Social as well as a possible concert.

6.4. DCL BOARD MEETING REPORT:

6.4.1. Discuss activity at DCL Board Meeting on March 2, 2017

Vice President DeFidelto attended the March meeting. There were nothing out of the ordinary to report back to the group. Caruso will forward minutes of meeting to trustees when they arrive.

6.4.2. Next meeting: April 6, 2017 at 7 p.m. at H. K. Furness Library, Wallingford, PA

Trustee Shephard will attend the April meeting.

7. NEW BUSINESS:

8. OLD BUSINESS:

8.1. Strategic Planning Discussion –

Caruso shared the SWOT analysis summary prepared with the staff's input. The staff are rating the items in each category in order of importance. When this is complete, she will share it with the Board.

Vice President DeFidelto stated that the Trustees next needed to prepare a roadmap of key stakeholders by brainstorming individually before meeting with the consultant. Trustee Erickson stated some guidelines are needed for accomplishing this task. Vice President DeFidelto will reach out to District Consultant Stubbs via email to discuss. If an in-person meeting is planned, President Chittenden will attend with Vice President DeFidelto. Trustee Swenson Danowitz will share some articles with the trustees. The Trustees will have a special meeting after the next regular Board Meeting on April 20th to discuss stakeholders. Arlene stated she will work with staff in regard to stakeholders as well.

8.2. Volunteer Appreciation Week – April 23-29 – Luncheon planning

The Volunteer Luncheon date is Wednesday, April 26 at 12 noon in the library's community room if it is not under construction by the Township at that time. If so, an alternate location will be used. Caruso will be responsible for coordinating the event. Vice President DeFidelto will get a cake for the event and President Chittenden will be responsible for beverages. Trustee Shephard will provide flowers for the event. Caruso will ask trustees when she identifies other areas where she needs help.

8.3. Trustee Training – April 8 or April 29 from 9 a.m.-12:30 p.m.

President Chittenden and Trustee Erickson have volunteered to attend the Trustee Training on April 8th. Caruso will register them for the training.

9. BOARD COMMENT:

10. PUBLIC COMMENT:

11. ADJOURNMENT: PRESIDENT CHITTENDEN ADJOURNED THE MEETING AT 9 P.M.

Respectfully submitted

Arlene Caruso

Newtown Public Library, Director