



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

**Agenda:**

Diana Weaver, President, called the regular meeting of the Board of Trustees of Newtown Public Library to order at 7:02 PM on April 21, 2016.

Present at the Meeting: George Chittenden, Cindy Defidelto, Leslie Marlo, Diana Weaver, Bobbi Schoenstadt, Theresa Shephard, Arlene Caruso, Library Director.

Excused: Howard Walker

**Call to Order:**

- Approval of Agenda – motion to approve seconded and passed.
- Approval of March 17 Minutes –motion to approve seconded and passed with edit noting that Leslie, not Diana, attended the April 7 DCL board meeting.
- Introduction of Guest – Diana introduced to Kate Hershey to the board; Kate is a library patron who may be interested in serving on the board when a position opens.
- President’s Announcement – Diana informed the board that she will be moving to North Carolina in the coming months and therefore will be vacating her board position; she is anticipating that the June board meeting will be her final meeting.

**Reports:**

➤ **Treasurer – March Financials:**

- Please refer to Treasurer’s Report – March, 2016.
- The first quarter installment from Newtown Square was not received in March, which resulted in a very low cash balance. Arlene inquired with the Township on the status and was informed that the Supervisors wanted to see March financial statements prior to releasing the funds. The draft financial statements were shared and first quarter installment was subsequently received in April.
- The board was comfortable with where the budget currently stands.
- A suggestion was made to round donation from the change jar to whole dollars.
- A quote for the bond for the Treasurer position was received from the insurance broker but is higher than previously as the insurance company does not believe this is a Public Official bond. Further research will be done to show that this position qualifies for Public Official status in order to receive a lower premium.
- The audit will take place on May 3.
- Motion to approve seconded and passed.

➤ **Director**

- Please refer to document entitled Library Director’s Report, April 2016 for full details of Arlene Caruso’s report.
- Circulation year-to-date is up 3% over last year which is a positive trend.
- The Appalachian Trail talk had only 14 attendees which was less than anticipated; this is despite fairly extensive publicity. Traffic may be a contributing factor. Adult programming is currently being assessed and will be offered only at low or no cost until it’s determined what is most popular with the community.
- A new Library Assistant was hired; start date of April 18.



- Arlene attended the Public Library Association's meeting and will be writing an article on it for the State Library Compendium.
  - As an aside to the report, the idea of periodic musical offerings was discussed. Theresa offered to contact local musicians to gauge interest in performing. There may be a small stipend available for the musicians. The idea of a "hat" being available for donations to the library was also discussed.
  - Motion to approve Library Director's report seconded and passed.
- **Friends of the Library**
- Upcoming events:
    - April 27 – Declutter with Debbie
    - May 25 – Painting party
    - June 10 – Wine & Cheese White Elephant. It was noted that donations are being accepted for the White Elephant. Also noted that there may be some restrictions on having wine; to be discussed with Township.
- **DCLS Monthly Meeting**
- Leslie Marlo attended the March meeting
  - Summary of the March meeting:
    - Financials were reviewed.
    - Current phase of computer upgrades complete; more to follow.
    - Web page go-live in April as planned.
    - The trustee workshop will be held June 11<sup>th</sup>. All libraries must send two trustees.
    - The May meeting will be held at the Upper Darby Municipal library
  - Cindy Defidelto will attend the May meeting.
- **Old Business:**
- The volunteer luncheon was a success and volunteers appreciated the recognition.
  - The fund raising letter for those who have donated in prior years but not current year was reviewed. A few edits were discussed. The letter should be distributed shortly.
- **New Business:**
- New strategies for fund drive – the May board meeting will be devoted to this discussion, including new source for mailing list and possible tracking software.
  - 3-D Printer Policy – the board reviewed the 3-D printer policy prepared by Arlene. Several suggestions were made. It was requested that Arlene circulate the supplemental information she has developed regarding the process for patrons to request and receive 3-D printing. Approval of the policy was tabled to an email vote pending review of the supplemental information.

The next meeting of the Board of Trustees will be held at 7:00 PM on May 19, 2016.

Diana Weaver adjourned the meeting at 8:53 PM.

Minutes submitted by Leslie Marlo