



Newtown Public Library
Minutes of the Monthly Meeting of the Board of Trustees
August 18, 2016
7:00 PM

Agenda:

George Chittenden, President, called the regular meeting of the Board of Trustees of Newtown Public Library to order at 7:04 PM on August 18, 2016.

Present at the Meeting: George Chittenden, Leslie Marlo, Cindy Defidelto, Howard Walker, Arlene Caruso, Library Director.

Excused: Theresa Shephard, Bobbi Schoenstadt

Call to Order:

- Approval of Agenda – motion to approve by Howard Walker, seconded by Leslie Marlo, motion passed.
- Approval of July Minutes – motion to approve by Leslie Marlo, seconded by Cindy Defidelto, motion passed.

Reports:

➤ **Treasurer – July Financials:**

- Please refer to Treasurer's Report –July, 2016.
- The balance is low but the installment from the Township will be received on August 19th.
- A formal payment process from the Township is being implemented so the exact dates of the payments will be known going forward. Once the payment schedule is received, it will be sent out.
- Edgemont money has been received.
- Motion to approve the treasurer's report by Cindy Defidelto, seconded by Leslie Marlo, motion passed.
- The budget will be spread more evenly over the year so are true YTD budget is reflected rather than an even spread across 12 months. Motion to approve new budget spread by George Chittenden, seconded by Leslie Marlo, motion passed.
- The fundraising fiscal year will be moved from July to October. Motion to approve the new fundraising fiscal year by Leslie Marlo, seconded by Howard Walker, motion passed.

➤ **Director's Report:**

- Please refer to document entitled Library Director's Report, July 2016 for full details of Arlene Caruso's report.
- Circulation has been increasing.
- Library cards are up especially for Newtown Township residents. Arlene will try to break out children's cards so we can see the number of children requesting library cards.
- 664 patrons attended the children's programs over the summer. Programming for next year is being planned.
- 3D printer programs are very well attended.
- The new people counter has been installed and numbers will be available for the month of August.



- Motion to approve Library Director's report by Leslie Marlo, seconded by Cindy Defidelto, motion passed.

- **Friends of the Library**
 - Did not meet in – they are working on a calendar for next year's programs.

- **DCLS Monthly Meeting**
 - Cindy Defidelto will attend the September meeting

- **Old Business:**
 - Fund raising:
 - Cindy and Arlene revised the letters. There will be one letter for residential and one for businesses.
 - Motion to approve the fundraising letters by Leslie Marlo, seconded by Howard Walker, motion passed.
 - Goal is to have the letters in the mail by September 15th.
 - Everyone will volunteer time to stuff the envelopes once the letters are printed.

- **New Business:**
 - Nomination for VP will be taken by an email vote.
 - The preliminary 2017 budget was presented. There was no change from last year's budget. A minimum of 12% of the budget is required by law for the collection. 3% has been budgeted for wage increases. Motion to approve the 2017 Library budget by Howard Walker, second by Cindy Defidelto, motion passed. Arlene will bring the preliminary budget to the township.
 - Vacant board member position still open.

The next meeting of the Board of Trustees will be held at 7:00 PM on September 15, 2016.
George Chittenden adjourned the meeting at 8:18 PM.
Minutes submitted by Howard Walker