



**Newtown Public Library**  
**Minutes of the Monthly Meeting of the Board of Trustees**  
**February 16, 2017**  
**7:00 PM**

**Agenda:**

Cindy Defidelto, Vice President, called the regular meeting of the Board of Trustees of Newtown Public Library to order at 7:16 PM on February 16, 2017.

Present at the Meeting: Cindy Defidelto, Howard Walker, Arlene Caruso, Library Director, Bobbi Schoenstadt, Kathy Erickson, Erica Danowitz

Excused: George Chittenden, Theresa Shephard

**New Board Members:**

- Cindy introduced the two new board members – Kathy Erickson and Erica Danowitz. Both discussed their backgrounds.
- The board voted 3-0 with 2 absent to appoint them to the board.

**Call to Order:**

- Approval of Agenda – motion to approve by Bobbi Schoenstadt, seconded by Howard Walker, motion passed.
- Approval of January Minutes – motion to approve by Bobbi Schoenstadt, seconded by Cindy Defidelto, motion passed.

**Reports:**

> **Treasurer – December Financials:**

- Please refer to Treasurer’s Report – January, 2017.
- New budget year started in January.
- Fundraising continues to impact the overall budget of the library.
- State installment has been received.
- Motion to approve the treasurer's report by Bobbi Schoenstadt, seconded by Erica Danowitz, motion passed.

> **Director's Report:**

- January was a great month for the library.
- The change in hours took effect but did not impact any of the numbers. The additional hours on Saturday appear to be popular.
- There is a full slate of adult programs scheduled (see Directors Report). There is concern that the community room renovation could impact future events.
- Tyler Arboretum will be doing an edible garden on the terrace which will consist of two ten foot long raised beds. Planting will take place in March. It will be advertised in Tyler's newsletter.
- The annual report is due March 2<sup>nd</sup>.
- Janice Stubbs from DCLS would like to come to our March meeting.
- Motion to approve Library Director’s report by Howard Walker, seconded by Bobbi Schoenstadt, motion passed.



- > **Friends of the Library**
  - Bobbi updated the board on the Friends.
  - The Friends will have an artist on February 24<sup>th</sup>. Sale proceeds will go to Stop Hunger Now.
  - The Friends will have a one day book sale sometime in late April.
  - April is also the month to launch the museum pass program.
  
- > **DCLS Monthly Meeting**
  - The February was cancelled.
  - Next meeting will be at the DCLS Office on March 2<sup>nd</sup> – Cindy will attend.
  
- > **Old Business:**
  - Strategic Plan:
    - Our by-laws require the library to have a strategic plan.
    - A meeting will be held February 23<sup>rd</sup> at 7pm to work on the SWOT analysis.
  - Fund Raising Follow Up:
    - Fund raising mailers will go out in the next month or two.
    - Preparation will begin after the annual report is done.
    - The target will be people who did not donate in the fall campaign.
    - All of the preparation and stuffing will be done by the board and the director.
    - Arlene will provide copies of the letter to Kathy and Erica for feedback.
    - An appeal letter will be sent to Edgemont residents as well as part of the spring campaign.
  - Trustee Training:
    - Two board members are required to attend one of two scheduled sessions – April 8<sup>th</sup> or April 29<sup>th</sup>.
    - Who will attend will be discussed at next month's meeting.
  
- > **New Business:**
  - Volunteer Luncheon:
    - The luncheon will be scheduled for late April.
    - The board will help Arlene plan.

The next meeting of the Board of Trustees will be held at 7:00 PM on March 16, 2017.

Cindy Defidelto adjourned the meeting at 8:17 PM.

Minutes submitted by Howard Walker