



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

Agenda:

Diana Weaver, President, called the regular meeting of the Board of Trustees of Newtown Public Library to order at 7:14 PM on February 18, 2016.

Present at the Meeting: George Chittenden, Diana Weaver, Howard Walker, Theresa Shephard, Arlene Caruso, Library Director.

Excused: Bobbi Schoenstadt, Leslie Marlo

Call to Order:

- Approval of Agenda – George Chittenden motioned to approve, second by Theresa Shephard, motion passed
- Approval of January 21 Minutes – Diana Weaver motioned to approve, second by George Chittenden, motion passed.
- Introduction of Guest – Diana introduced Esther Gordon to the board.

Reports:

➤ **Treasurer – January Financials:**

- Please refer to Treasurer’s Report – January, 2016.
- Quickbooks was used for the financial reports. The transition is complete.
- Treasurer report noted cash on hand was low. A question came up about when the board needs to take corrective action due to budgetary issues. The discussion was tabled to the March meeting.
- Due to the state budget stalemate, the money from Pennsylvania was late. It came the week of February 15th. The delay contributed to the low cash on hand.
- Arlene will take a look back in Quickbooks to see trends in cash on hand. This will be reported on at the March meeting.
- Howard Walker motioned to approve the treasurer's report, second by Theresa Shephard, motion passed.

➤ **Director**

- Please refer to document entitled Library Director’s Report, February 2016 for full details of Arlene Caruso’s report.
- Congratulations to Angela Hegadorn for being selected to the ILEAD USA program.
- The Longwood Gardens program will start in April. An update will be provided at the March board meeting.
- The report for the state of Pennsylvania needs to be completed by March 1st.
- Discussion around engaging the new Marple Newtown Superintendent in recruiting youth volunteers for the library.
- George Chittenden motioned to approve the Director’s report, second by Howard Walker, motion passed.



- **Friends of the Library**
 - The Friends are holding an event on organizing paper files on February 24th at 7pm in the library.
 - The Friends are trying to set up some art programs for the year.
 - The Friends will be buying four more tables for the community room.
 - No plans for a book sale.

- **DCLS Monthly Meeting**
 - George Chittenden attended the February meeting
 - Summary of the January meeting:
 - 1.8% budget increase from the state this year.
 - The DCLS budget shows a \$500,000 budget shortfall in 2015 due to a timing issue with state money.
 - Promotional efforts for DCLS using car magnets are under way.
 - Web page and branding are still in progress – no roll out date yet.
 - DCLS has three open positions including additional computer support and grant writing.
 - Circulation system upgrade is in process. Newtown library is scheduled for its upgrade the week of February 22nd.
 - Strategic planning surveys have been sent to library board members and the survey is still open.
 - Possibility of Newtown library hosting the October DCLS meeting.
 - Howard Walker will attend the March meeting.

- **Old Business:**
 - Along with the possibility of a strategic planning committee, a fund raising committee may be a good idea.
 - Diana Weaver, Leslie Marlo, and Howard Walker will be the authorized signers.
 - The credit card account change is on hold until current activity is finished. Ed's name is still attached to the card but Arlene has a card with her name on it.
 - Howard Walker signed the donor thank you letters.
 - The date for the volunteer luncheon is yet to be determined since the room is not available on April 14th.
 - A residency requirement for board members was discussed. Need to review the by-laws. This will be discussed at next month's board meeting.

- **New Business:**
 - The library treasurer must be bonded. Need to follow up to see if Leslie is bonded. Diana will contact the library's insurance agent to get the requirements.
 - The library's by-laws were last updated in September, 2005. Diana's husband will review the current by-laws to see if they need to be updated.
 - The second fund drive letter needs to go out soon. Theresa will write the new letter. The drive is focused on previous donors. An update will be provided at the March meeting.



Future Agenda Items:

- Board member residency requirements
- When the board needs to take corrective action due to budgetary issues?
- Longwood Gardens program.
- Possible strategic plan committee.
- Volunteer luncheon checklist review
- Update of the library by-laws.
- Update on the fund drive

The next meeting of the Board of Trustees will be held at 7:00 PM on March 17, 2016.

Diana Weaver adjourned the meeting at 8:39 PM.

Minutes submitted by Howard Walker, Secretary