



Newtown Public Library
Minutes of the Monthly Meeting of the Board of Trustees
January 19, 2017
7:00 PM

Agenda:

George Chittenden, President, called the regular meeting of the Board of Trustees of Newtown Public Library to order at 7:11 PM on January 19, 2017.

Present at the Meeting: George Chittenden, Cindy Defidelto, Howard Walker, Theresa Shephard, Arlene Caruso, Library Director, Bobbi Schoenstadt

Excused:

Call to Order:

- 2017 Board Nominations:
 - President – George Chittenden
 - Vice President – Cindy Defidelto (focus on strategic planning)
 - Treasurer – Howard Walker
 - Secretary – Howard Walker (Interim)
- Approval of Agenda – motion to approve by Bobbi Schoenstadt, seconded by Cindy Defidelto, motion passed.
- Approval of December Minutes – December minutes were not distributed.

Reports:

- **Treasurer – December Financials:**
 - Please refer to Treasurer’s Report – December, 2016.
 - Fundraising continues to impact the overall budget of the library.
 - The \$15,000 borrowed from savings still needs to be returned.
 - Motion to approve the treasurer's report by George Chittenden, seconded by Theresa Shephard, motion passed.
- **Director's Report:**
 - 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. She encouraged board members to join the Friends of the Library.
 - The Friends will have an artist in February.
- **DCLS Monthly Meeting**
 - George attended the January meeting. December was a quiet month.
 - The board will not send a representative to the February
 - Next meeting will be at the DCLS Office – No one will attend.
- **Old Business:**
 - Recruitment of new trustees:
 - Four candidates were interviewed. Two were selected to return to the full board meeting in February.



- Strategic Plan:
 - Thom (thank you Thom) attended the meeting to discuss how to build a strategic plan.
 - Our by-laws require the library to have a strategic plan.
 - Thom led the board through a discussion of the steps needed to start developing a strategic plan.
 - A three year plan is recommended.
 - Thom discussed the difference between a strategic plan vs. a marketing plan.
 - Potential stakeholders and operational milestones were also discussed.
 - Homework:
 - Preparing to do the plan – review the documents Thom provided as next steps.
 - Start thinking about who should be in the room for plan development. (for example – youth perspective)
 - Complete the responsibility matrix
 - Identify enablers that already exist.
 - Think about how the board will prioritize identified initiatives.
 - Identify roles in strategic plan
 - The board will hold a special meeting on February 9th to start doing the pre-work.

- **New Business:**
 - No new business this month.

The next meeting of the Board of Trustees will be held at 7:00 PM on February 16, 2017.
George Chittenden adjourned the meeting at 8:44 PM.
Minutes submitted by Howard Walker