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:
  o President – George Chittenden
  o Vice President – Cindy Defidelto (focus on strategic planning)
  o Treasurer – Howard Walker
  o 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