



**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 9<sup>th</sup> 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