



Newtown Public Library
Minutes of the Monthly Meeting of the Board of Trustees
March 17, 2016
7:00 PM

Agenda:

Diana Weaver, President, called the regular meeting of the Board of Trustees of Newtown Public Library to order at 7:05 PM on March 17, 2016.

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

Excused: Bobbi Schoenstadt, Theresa Shephard

Call to Order:

- Approval of Agenda – George Chittenden motioned to approve, second by Leslie Marlo, motion passed
- Approval of February 18 Minutes – George Chittenden motioned to approve, second by Diana Weaver, motion passed.
- Introduction of Guest – Diana introduced Cindy Defidelto to the board.

Reports:

➤ **Treasurer – January Financials:**

- Please refer to Treasurer’s Report – February, 2016.
- February was a calm month financially. Received the money from Pennsylvania and Delaware County.
- The money from Newtown Square will be received in March.
- Last month, a question came up about when the board needs to take corrective action due to budgetary issues. It was noted that the summer months are the most worrisome. The suggestion was made to maybe form a future committee to address how to handle budget short falls.
- The board was comfortable with where the budget currently stands.
- The audit will happen in the spring. (the exact date is still to be determined) It will be a full year audit which happens every third year.
- Howard Walker motioned to approve the treasurer's report, second by George Chittenden, motion passed.

➤ **Director**

- Please refer to document entitled Library Director’s Report, March 2016 for full details of Arlene Caruso’s report.
- Circulation is up 5% over last year which is a positive trend.
- The monthly book club had four attendees this past month.
- The Longwood Gardens program will start on April 16th at 10am. The first offering will be a talk from a woman who hiked the Appalachian trail.
- Angela is at ILEAD in Harrisburg this week.
- Arlene received a professional development grant of \$1,200.
- In-service day was held at Neumann College on March 16th. The staff really enjoyed it.
- Leslie Marlo motioned to approve the Director’s report, second by Howard Walker, motion passed.



- > **Friends of the Library**
 - The Friends update will be deferred until Bobbi returns.
 - The Friends are trying to set up some art programs for the year.

- > **DCLS Monthly Meeting**
 - Howard Walker attended the March meeting
 - Summary of the March meeting:
 - Financials were reviewed.
 - The DCLS board is still waiting approval of the reference and grant librarian positions.
 - DCLS car magnets were handed out.
 - Web page go-live is scheduled in April to correspond to national library week.
 - 19 library circulation systems have been upgraded. Nine libraries are still remaining.
 - Library staff training day is scheduled for March 16th at Neumann College.
 - A new Delaware County Council member has been appointed to be the library board liaison. His name is David White and he has plans to visit most of the county libraries.
 - The trustee workshop will be held June 11th. All libraries must send two trustees.
 - The April meeting will be held at the Sharon Hill library
 - Leslie Marlo will attend the April meeting.

- > **Old Business:**
 - The library articles of incorporation cannot be located.
 - Nothing can be located regarding board trustee residency requirements.
 - Residency requirements will be added to the bylaws.
 - Questions about the residency requirements will be reviewed with Ed and Steve.
 - If residency is expanded, it will only be Newtown Township and Edgemont.
 - The volunteer luncheon will be held on April 13th.
 - The checklist was reviewed and assignments were made. Diana will revise the checklist and send it out.
 - The treasurers' bond application was submitted and is being processed.
 - George gave an update on the fund drive. Diana will email Theresa to find out the status of the fund raising letter she was drafting. Letters will be sent 4 to 5 days after the drafted letter is received.

- > **New Business:**
 - The trustee contact information spread sheet needs to be updated.

- > **Future Agenda Items:**
 - April – Strategic Plan Strategy
 - May – Fund raising

The next meeting of the Board of Trustees will be held at 7:00 PM on April 21, 2016.
Diana Weaver adjourned the meeting at 8:18 PM.
Minutes submitted by Howard Walker, Secretary