

Newtown Public Library
Minutes of the Meeting of the Board of Trustees
September 18, 2017

Agenda

George Chittenden, President, called the meeting of the Board of Trustees of Newtown Public Library to order at 7:05 PM on September 18, 2017.

Present: George Chittenden, Teresa Shephard, Bobbi Schoenstadt, Kathy Erickson and Arlene Caruso, Library Director

Excused: Howard Walker, Erica Danowitz

Judy Zon from Friends of the Library asked for the board support in selling shopping passes for Boscovs for October 17, 2017. Each pass is \$5 and entitles the holder to a 25 % discount at Boscovs. Donations benefit the FOL.

Call to Order

- Approval of the Agenda – motion to approve by George Chittenden. Second by Bobbi Schoenstadt.
- Approval of July minutes – tabled

Reports

Treasurer – August Financials

- Please refer to the Treasurer's report for August, 2017
- Total revenue is short to budget by \$20,000 due primarily to the shortfall in fundraising
- Expenses were less (\$2,482) than projected in the budget.
- A suggestion was made to change the fund drive tracking document to a calendar year.
- Motion to approve the treasurer's report by Theresa Shephard and seconded by Bobbi Schoenstadt.

Director Report

- Circulation in July 2017 was up over June by 9%, but was the lowest circulation since at least 2008. Circulation in August was slightly better than July but also less than the previous 2 years. Construction around the library has had a negative effect.
- The number of new library cards (71) was higher in July than in June by 9%. The increase in new cards continued in August with 75 new cards.
- Visitor data was not collected in August due to a battery malfunction.
- The library acknowledged the solar eclipse with an educational program in which the science behind the eclipse as well as safe viewing methods were presented. The Solar

Eclipse Viewing party was a huge success. Many, many thanks to Angela Hegadorn for her hard work and excellent organizational skills.

- The second mailing for this appeal season went out in August to Newtown Township residents. To date there were 167 donors including 14 on-line donors. In the coming weeks, we will send letters to Edgmont Township residents as well as commercial enterprises in the community. As yet we have not received a check from Pizzeria UNO.
- By the end of 2017, Arlene will begin to roll out the new point of sale system so that patrons can pay their fines and purchase FOL books with credit cards.
- The motion to approve the Library Directors Report was made by Theresa Shephard and seconded by George Chittenden.

DCL Meeting

- George Chittenden attended the September meeting.
- There will be 6 meetings this coming year. Howard Walker will attend in October. The November meeting is cancelled which means that the next meeting will be on 12/7. Arlene distributed the schedule of meetings in 2018.

New Business

- It was noted that Cindy Defidelto has resigned from the Library Board. We have received communication from two individuals who are interested in joining the board. Each will be contacted by a Board member.
- Signage – the Township is in the process of changing requirements for signage. Theresa will follow up with the Township Manager.

George Chittenden adjourned the meeting at 8:17 PM. The next meeting is scheduled for October 18, 2017.

Minutes submitted by Kathy Erickson