

Newtown Public Library
Minutes of the Monthly Meeting of the Board of Trustees
May 24 , 2018

Present: Howard Walker, Anthony Maalouf, Erica Danowitz, Kathy Erickson, Arlene Caruso, Library Director
Excused: Edward Jackman

CALL TO ORDER:

Howard Walker, President, called the regular meeting of the Board of Trustees of Newtown Public Library to order at 7:01 on May 24, 2018

- Approval of the Agenda - motion to approve by Anthony Maalouf; second by Kathy Erickson.
- Approval of the April Minutes – motion to approve by Erica Danowitz; second by Howard Walker.

REPORTS:

Treasurer's Report – March 2018 Financials

- Please refer to the March Treasurer's Report.
- In March, total revenue was \$793 against expenses of \$20, 913.
- Staff expense continues to run under budget due to an unfilled position.
- Year to date, revenue is \$94,545 while expenses are running at \$66,764.
- According to BB&T, the maximum rate that we can earn on our bank deposits is 0.25%. BB&T cites municipal law in this matter.
- Motion to approve the Treasurer's report by Kathy Erickson; second by Howard Walker.

Director's Report

- Circulation in April was relatively flat when compared to March, but new library cards and public computer usage were up.
- The Newtown Public Library hosted the Delaware County Libraries District Agreement Committee.
- The Volunteer Appreciation Luncheon was held on April 26 and enjoyed by all who attended. Attractive floral centerpieces were provided by the Township.
- The Library Director attended the Lehigh Valley Chapter of the Pennsylvania Library Associations Spring Conference which featured several programs which were relevant to the needs of our library.
- Representatives from Tyler Arboretum visited our library to plant fruits, vegetables and flowers in the raised beds they provided last year.
- All Library Staff have attended or have scheduled training in the new integrated library system, Sierra, which will be live on June 25.
- Effective June 1, 2018, our library will no longer charge patrons to check out DVDs
- Youth Services – The Spring program has been completed. Angela will complete the summer programming schedule and will promote it at area schools.

- Science in the Summer registration started at noon on May 16 and both sessions were filled within the hour.
- The new Youth Services Library Assistant, Ava Cardonick, will start her regular hours in June.
- FOL generously purchased two new children's tables for use in the community room.
- Motion to Approve the Directors Report by Erica Danowitz; second by Anthony Maaloff.

REPORT FROM FRIENDS OF THE LIBRARY – tabled

NEW BUSINESS:

Wifi decisions. The Board reviewed the proposal by Spidernet for the upgrade to our Wifi System. Arlene is very comfortable with Spidernet since they have provided Wifi services to several area libraries including our current system. The cost for the upgrade is \$5430.29 for the indoor set up with monthly expense of \$191. The cost of the optional outdoor Wifi is \$2732.94. FOL paid for our previous Wifi system, so we will ask them for help with the proposed upgrade. The Board believes that the Township should contribute to the outdoor option. Arlene will ask the Spidernet representative if the indoor and the outdoor systems need to be done at the same time. The

- Issuing Passports at the library. The board decided not to pursue this idea.
- Volunteer Appreciation Luncheon – Good feedback. Food as well as words of appreciation were well received.
- Book Sale of discarded books raised about \$700.
- Second book sale will take place on the first week end in August. The books are donations from the community.
- Arlene will invite the person who does fundraising for the Radnor Library to visit with us at one of our meetings.
- Next fund drive mailing – For the next mailing, we will use “Every Door Direct Mail” which will deliver the mailing to all residents in the 19073 zip code and will be addressed “local postal customer”. The approximate cost is \$1531.87.
- Erica will draft the appeal letter.

OLD BUSINESS:

- Trustee Recruitment – No activity
- Zoe's Fundraiser – No results yet.
- Placing a “fundraising raising indicator” in the library - we will ask the fundraiser from the Radnor Library to share ideas.
- Strategic Plan – we need to get back to it.
- Board Comment – No additional comments.
- Public Comments – No comments.
- The meeting was adjourned at 7:45 PM.

- Next meeting June 21, 2018 at 7:00 PM

Respectfully submitted by Kathy Erickson, Secretary

