

Newtown Public Library

Minutes of the Monthly Meeting of the Board of Trustees

June 21, 2018

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

CALL TO ORDER

Howard Walker, President, called the regular meeting of the Board of Trustees of Newtown Public Library to order at 7:04 on June 21, 2018.

AGENDA

Ed Jackman asked for two items to be added to the Agenda: 1) draft of the updated Bylaws 2) Auditor retention letter.

Motion to approve the revised Agenda by Kathy Erickson; second by Anthony Maalouf.

MINUTES

Approval of the May, 2018 minutes.

Motion to approve by Erica Danowitz; second by Howard Walker

REPORTS

TREASURERS REPORT – May 2018 Financials

- Please refer to the May Treasurer's report
- In May, revenue exceeded expenses by nearly \$25,000. On a year-to-date basis, revenue has exceeded expenses by approximately \$35,000.
- The library received \$47,750 from the Township. The annual budgeted contribution from the Township is \$191,000.
- The library is still budgeted to receive \$4,000 from Delaware County, \$5,000 from Edgemont, approximately \$1,000 from the State and another \$95,000 from the Township.
- On the expense side, all categories of expense on a year-to-date basis are either below or near the annual budgeted rate.
- Our balance sheet is strong with bank balances of approximately \$212,000 at the end of May.

Motion to approve the Treasurer's report by Howard Walker; second by Anthony Maalouf

DIRECTOR'S REPORT

- Please refer to the Director's report dated 6/21/2018
- Circulation, public computer use, and patron visits were all slightly increased compared to May while new library cards were somewhat lower.
- Angela Hegadorn, Youth Services Librarian, reported that The Summer Reading and Learning Program started on June 12.
- Angela has many exciting and innovative programs and events planned for the summer.

- Angela, Arlene, and our new staff member Ava Cardonick represented the library at Historic Newtown Square Day at Drexel Lodge Park on June 2. We also had a full page ad in the event book.
- Our partnership with Tyler Arboretum continues to provide some great opportunities for the library, including a free Vegetable Clinic Program in July.
- Library staff are in the process of gearing up for the transition to Sierra ILS.
- Arlene has switched to using the online Payroll Factory option when processing the library's payroll.
- Two "America in Bloom" judges, Ed Hooker and Cindy Brown, visited our library. Arlene had the opportunity to share her future plans for the outdoor space, and the judges offered some good advice on improvements to the space.
- The Wifi upgrade will occur shortly after the July 4 holiday.

Motion to approve the Director's Report by Erica Swenson Danowitz; second by Ed Jackman

FRIENDS OF THE LIBRARY

- A book sale will be held during the first week of August. Board members can help sort, etc.
- A lovely painting was donated to FOL by Dane Tilghman. FOL will auction it off.
- FOL donated a check to the library in the amount to cover the indoor WiFi upgrade.

NEW BUSINESS

Kathy Erickson presented a motion to accept the monthly recurring Wifi expense of \$191.00. Second by Anthony Maalouf.

OLD BUSINESS

- Next fund drive mailing – The letter will go to the printer, and Arlene will inform the Board when the envelopes and printed letters are available.
- ZOE'S Fundraiser – no numbers yet.
- Fundraising indicator (thermometer). Arlene will follow up.
- Approval of the Auditor's retention letter

Motion to approve by Howard Walker; second by Anthony Maaloff.

- Edward Jackman presented a draft of the new Bylaws along with a document describing the changes he made. Ed asked the Board for feedback by June 29, 2018

BOARD COMMENT – Nothing additional

PUBLIC COMMENT – None

The meeting was adjourned by Howard Walker at 8:02 pm.

Next meeting – July 19, 2018 at 7:00 pm

Respectfully submitted

Kathy Erickson, Secretary

