

## **Newtown Public Library**

### **Minutes of the Monthly Meeting of the Board of Trustees**

December 20, 2018

Trustees Present: Erica Danowitz, Edward Jackman, Anthony Maalouf, Arlene Caruso, Library Director, Howard Walker

Trustee Candidate: Thomas "Vinny" O'Donnell.

Excused: Kathy Ericson

#### I. Call to Order

Howard Walker, President, called the meeting to order at 7:03 p.m on December 20, 2018.

#### II. Agenda

- a. Agenda – Approved unanimously
- b. Introduction of Guest – Vinny O'Donnell attended the meeting. He is a candidate for one of the vacant trustee positions and will meet with Howard later next week.
- c. Approve the Minutes from the October 18 meeting – Approved unanimously
- d. Recommended to the Township Board of Supervisors that Trustee, Edward F. Jackman, be reappointed to the Board for a new three-year term beginning January 1, 2019.

#### III. Reports

##### a. Treasurer

- i. October is old news. No need to revisit now.
- ii. Ed Jackman discussed what to do with Endowment Accounts. The interest from them is used to purchase new books for the library.
- iii. The timing of donations from the recent fundraiser is key to whether or not the Library will break even this year.
- iv. Ed Jackman and Howard Walker will meet the new Auditor in the near future.

##### b. Director

- i. The library was busier in November than the previous year. This was due to the completion of the construction on the Township building.
- ii. December will be a slower month as expected.
- iii. The Library will partner with Newtown Square Bloom again this year.
- iv. The Library will also partner again with Longwood Gardens. Patrons can benefit from passes to Longwood Gardens through this partnership.
- v. Arlene Caruso is hoping to get a Newsletter started.

##### c. Friends of the Library

- i. The Friends took in \$3,500 from their summer book sale.
- ii. Next book sale will occur April 5, 6 and 7.
- iii. There was no December meeting for the Friends of the Library.

#### IV. New Business

##### a. MOD Fundraiser

- i. The fundraiser at MOD pizza took in \$115, compared to \$80 from the Panera fundraiser.

- ii. Members of the Board commended Vice President Erica Danowitz for her leadership in setting this up as well as the fundraiser at Zoe's Kitchen.
- b. 2019 Board of Trustee Meeting Dates and Times
  - i. Tuesday January 15, 7 p.m. at Newtown Township Library
  - ii. Tuesday, February 19, 7 p.m. at Newtown Township Library
  - iii. Tuesday, March 19, 7 p.m. at Newtown Township Library
  - iv. Tuesday, April 16, 7 p.m. at Newtown Township Library
  - v. Tuesday, May 21, 7 p.m. at Newtown Township Library
  - vi. Tuesday, June 16, 7 p.m. at Newtown Township Library
- c. 2019 Delaware County Library Association Meetings (Newtown Representative)
  - i. Thursday, February 7 (Howard)
  - ii. Thursday, April 4 (Tony)
  - iii. Thursday, June 6 (Ed)
  - iv. Thursday, August 1 (TBD)
  - v. Thursday, October 3 (Erica)
  - vi. Thursday, December 5 (TBD)
- d. Discussion on Employee Handbook-Tabled
- e. 2019 Proposed Budget – Approved unanimously
  - i. Subsequent to the meeting, the Board approved adding a further \$7,400 in expenditures to the Budget on account of an expense item that was inadvertently omitted.
- f. New banking arrangements
  - i. Ed Jackman will oversee a transition from BB&T bank to T.D. Bank
  - ii. Some money will be left in BB&T accounts so as not to interrupt normal flow of money, bill payments, etc.
- g. Proposal for Technical Services Coordinator to be Full-Time
  - i. Proposal – Approved unanimously
  - ii. Letter of appointment will be signed by Director Arlene Caruso
- h. BBT-TD Bank Transition
  - i. Reviewed the Treasurer's memorandum dated December 17, 2018 as to proposed new banking arrangements with TD Bank, replacing the current relationship with BB&T, and took the following actions:
    - a. Approved the banking application in the form presented to this Meeting
    - b. Adopted the Banking Resolutions contained in the documentation as the resolutions of the Board.
    - c. Designated the President and the Treasurer as a Committed of two to finalize the banking arrangements with TD Bank, including determining the amounts, maturities and interest rates of the CDs into which certain of the funds of the Library would be deposited.
    - d. Authorized the closing of the accounts at BB&T in an orderly manner.
- i. Technical Services Coordinator
  - i. Approved the recommendation of the Library Director to make the Technical Services Coordinator a full time employee and authorized the Library Director to sign the offer letter in substantially the form presented to this meeting.

- j. Board Orientation Binder
  - i. The Library Director discussed briefly the desirability of creating a Board Orientation binder so as to, among other things, preserve institutional memory. No action was taken on this item at this meeting, but it is understood that it will be considered again in the future.
- V. Old Business
  - a. Check Signature Policies – Not approved. Director Arlene Caruso will update them. It will be prepared for a future vote.
  - b. Invoice Processing Policy – Approved unanimously
  - c. Cash Drawer/Deposit Policy – Approved unanimously
  - d. Purchase Order Policy – Approved unanimously
  - e. Accounts Payable Policy – Approved unanimously
  - f. Procurement Card Policy- Not approved. This will be updated and prepared for a future vote.
  - g. Invoice Payment Prior to Board Approval Policy – Not approved.
  - h. Library Financial Policies
    - i. Reviewed the Library financial policies which are necessary to have in place in order that the Township can begin performing the various financial services (including order processing and check preparation, among others) on behalf of the Library.
    - ii. The Board adopted the policies with the understandings
      - a. that they could be changed after the meeting, but that it was necessary to have something in place immediately
      - b. that the Board Signature policy proposed by the Treasurer would be integrated into the proposed check signature policy. (Subsequent to the meeting a revised signature policy was circulated and approved by the Board.)
- VI. Board Comments – None
- VII. Public Comments – None
- VIII. Adjournment
  - a. Meeting was adjourned at 8:21 p.m.
  - b. Next Meeting will be Tuesday, January 15, 7 p.m.

Respectfully Submitted

Anthony Maalouf

On Behalf of Kathy Erickson, Secretary