

**Newtown Public Library**  
**Minutes of the May Meeting of the Board of Trustees**  
**May 23, 2019**

Present: Howard Walker, Erica Danowitz, Arie Cappuccio, Vinny O'Donnell, Arlene Caruso,  
Library Director and Kathy Erickson  
Excused: Anthony Maalouf

**CALL TO ORDER:**

Howard Walker, President, called the regular meeting of the Board of Trustees of the Newtown Public Library to order at 7:04pm on May 23, 2019.

Approval of the Agenda – motion to approve by Arie Cappuccio; second by Kathy Erickson

Approval of the Minutes from the March 2019 meeting- motion to approve by Howard Walker;  
second by Arie Cappuccio

**REPORTS:**

Treasurer's Report

- Please refer to the Treasurer's reports from February, March and April of 2019.
- YTD April total revenue is short to budget by \$26, 253 while expenses are very close to budget.
- There was discussion about fund raising. The Board agreed to target late August for a mailing. We will discuss the details of the fund raising letter at our next meeting.
- Arlene plans to attend a meeting in Harrisburg which will address library finances.

Motion to approve the Treasure's report by Erica Danowitz; second by Howard Walker.

Director's Report

- Please see the Director's Report for data on Circulation, Public Computer Usage, WiFi Sessions and Library visits.
- Arlene noted that we have 6 public computers which are actually owned by the county. Due to low usage, the county will probably take some of the computers back.
- Arlene indicated that we are required to advertise our meetings in a newspaper.
- Delaware County Council acknowledged National Library Week on April 3, 2019.
- Arlene was one of 30 librarians invited to attend a conference in Hershey put on by the PA Workforce Development Association to explore workforce development in our community and county.

Friends of the Library Liaison Report

- The Silent Auction held by the Friends was a successful, well-attended event.
- The next book sale will be held on the first week end in October.

Youth Services

- Angela reports that story time attendance has been very high, averaging about 30 children each for baby and toddler times.

- Angela and Ava held a Teen Glow Party which was used to gauge interest as they add more teen programs to the schedule.
- Summer Quest, the summer reading program , will kick off with a party at Drexel Lodge Park in partnership with the Parks and Recreation Board.

Motion to approve the Director's report by Erica; second by Arie.

#### **NEW BUSINESS**

- There are two candidates for openings on the Library Board. Our Bylaws limit membership to 7.
- Some discussion took place concerning the purchase of a DipJar for \$399. No action was proposed.
- A suggestion was made that we hold an appreciation event for the Friends during FOL week of October 20 to 26.
- The idea was proposed of displaying our fundraising progress with a "thermometer" or some other appropriate visual indicator. This would take place after the letter goes out and we are receiving donations.

#### **OLD BUSINESS**

- Volunteer luncheon - Enjoyed by all who attended.
- Employee Handbook – in the hands of the solicitor
- DCLB meetings – Vinny will attend the meeting on December 5, 2019 at the Media Upper Providence Free Library.

The meeting was adjourned at 8:05 pm. The next meeting of the Board will be held on June 20 2019 at 7 PM.

Respectfully submitted,  
Kathy Erickson, Secretary