

## Township of Newtown

209 Bishop Hollow Road  
Newtown Square, PA 19073  
610-356-0200  
[www.newtowntownship.org](http://www.newtowntownship.org)



**Library Board**  
**September 17, 2020**  
**Public Meeting: 7:00 PM**

### **Proposed Minutes**

#### **BOARD MEMBERS PRESENT:**

Vice-President Swenson Danowitz  
Trustee Erickson  
Trustee Walker  
Secretary Macan  
President O'Donnell

#### **STAFF PRESENT:**

Library Director Arlene Caruso

#### **MEMBERS ABSENT:**

Treasurer Cappuccio  
Trustee Maalouf

#### **1. INSTRUCTIONS FOR JOINING THE VIRTUAL ZOOM MEETING**

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join:

<https://dccc.zoom.us/j/91970406383?pwd=aUhXcjJLZTh3Qzgz1U0NWT2FYm5WQT09>

Meeting ID: 919 7040 6383

Passcode: 385788

Dial by your location

+1 646 558 8656 US (New York)

#### **2. CALL TO ORDER: PRESIDENT O'DONNELL CALLED THE MEETING TO ORDER AT 7:05 PM**

#### **3. ROLL CALL: AS INDICATED ABOVE**

#### **4. AGENDA:**

##### **4.1. Consider approving the agenda**

Motion to approve was made by President O'Donnell, Seconded by Vice-President Swenson Danowitz.

CARRIED.

#### **5. MINUTES:**

##### **5.1. Consider approving the minutes from the July 16, 2020 meeting**

Motion to approve was made by President O'Donnell, Seconded by Trustee Erickson.

CARRIED. 5 to 0.

## **6. REPORTS:**

### **6.1. Report from the Treasurer - Arie Cappuccio**

Written finance reports reviewed and approved for June and July 2020. Arie is not here. We're trying to work under budget as best we can. In August, we got the Edgmont and Township contributions. No reason to believe that we won't get Q4 money from Township in November. We should be under budget in revenue and expenses, but not sure how it will play out. County contribution will be 5% less. We usually get \$4K from them in October, this year will be \$3800. They are getting money early, but we will get state aid in January.

### **6.2. Report from the Library Director- Arlene Caruso**

Arlene has a couple of scenarios for budget cuts. Arlene doesn't anticipate a huge deficit, but she is being cautious. She expects next year to be harder. Township budget has 25% of their budget which is not fixed costs. State is waiving all fixed costs. Director's report - getting great feedback. Enjoying selecting books, helping people find materials. Circulation is down - 1/3-1/2 of where we usually are during the summer. Not factoring in eBooks. Possible county grants for Cares, Overdrive, \$500K - building in how to pay off young people's fines. We may get reimbursement/future payment for PPE (only \$5-600 so far - discounted, free through county and Chamber of Commerce). Three plexiglass screens - working with public works to see if they can do something custom. We have \$4471 left in July - \$469/month as far as cleaning goes.

## **7. FUND TRANSFER**

7.1. Consider approving Budget Transfer 2020-02; Making a transfer in the General Fund budget as follows; increasing account #60-456-55-196.01 (Health Insurance) by \$1500.00 from account #60-456-60-382.00 (Conferences and Meetings).

Motion to approve was made by Vice-President Swenson Danowitz, Seconded by Trustee Erickson.

CARRIED. 5 to 0.

7.2. Consider approving Budget Transfer 2020-03; Making a transfer in the General Fund budget as follows; increasing account #60-456-55-196.01 (Health Insurance) by \$575.00 from account #60-456-70-471.00 (Advertising).

Motion to approve was made by Trustee Walker, Seconded by President O'Donnell.

CARRIED. 5 to 0.

7.3. Consider approving Budget Transfer 2020-04; Making a transfer in the General Fund budget as follows; increasing account #60-456-55-196.01 (Health Insurance) by \$1500.00 from account #60-456-70-239.00 (Operating Expense).

Motion to approve was made by Trustee Walker, Seconded by President O'Donnell.

CARRIED. 5 to 0.

## **8. NEW BUSINESS:**

8.1. Plan a Budget deep dive especially in light of potential COVID funding adjustments

8.2. 9/21/20 Legislative day

Let people know what library means to the community. Advocate for the library. with the time and resources you have.

8.3. Start preparing for vacancy of at least one if not two, board members

We may have 1-2 positions opening in January.

8.4. Fundraising plans for the rest of 2020

Chipotle - we will reschedule. Fire Company - who do they work with - they are great in their targeted mailings. Marple is going to do a mailing showing what they have done during pandemic. Working on a newsletter - plan to send mid-late November

## **9. OLD BUSINESS:**

9.1. Reopening Plans

It was decided to keep the library's open status as it currently is. The board will revisit at October meeting.

9.2. When to start Strategic Plan Development

The board talked about starting the strategic planning process anew.

## **10. BOARD COMMENT:**

There was no board comment.

## **11. PUBLIC COMMENT:**

There was no public comment.

## **12. ADJOURNMENT: PRESIDENT O'DONNELL ADJOURNED THE MEETING AT 8:08 P.M.**

Respectfully submitted

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Sandra Macan, Secretary