

Corrected

Newtown Public Library Minutes of the Monthly Meeting of the Board of Trustees. March 15, 2018

Call to Order

Howard Walker, President, called the regular meeting of the Board of Trustees of Newtown Public Library to order at 7:02 PM on March 15, 2018.

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

- Approval of the Agenda - motion to approve by Ed Jackman, seconded by Howard Walker.
- Approval of the January minutes – motion to approve by Howard Walker, seconded by Kathy Erickson.

Trustee Candidate

After Anthony Maalouf was introduced to the Board he gave a brief summary of his background. Ms. Caruso escorted Mr. Maalouf out of the room and the Board then voted unanimously to recommend approval by the Township Supervisors for Mr. Maalouf to become a member of the Newtown Public Library Board of Trustees. Congratulations to Anthony Maalouf.

Reports

Treasurer – Please see the February Treasurer’s report.

- Total revenue was favorable to budget at \$93, 751 with \$47,750 received from the Township and \$36, 807 from the State. Total expenses were also favorable to budget. Staff expenses are less than budgeted due an open position. The checking account balance stands at over \$62,000. Fundraising was light in February. The timing of the state and township contributions have provided us with a large temporary surplus, which must be augmented by fundraising if we are to meet budget for the year.
- Motion to accept the Treasurer’s report was made by Howard Walker. Kathy Erickson seconded the motion.
- A motion was made to approve the amount of the bond for Edward Jackman, Board Treasurer. Motion by Howard Walker, second by Erica Danowitz.
- Edward Jackman distributed the BB&T “Resolution and Agreement for Deposit Account”. Howard Walker and Edward Jackman are listed as authorized to open or close any deposit accounts at BB&T. The Board Secretary signed the document.

- Motion to approve the Treasurer's Report by Howard Walker, second by Erica Danowitz.

Director's Report – Please see the March Directors Report

- In February circulation was down by 4% . Arlene commented that most of the libraries in the area have seen a drop in circulation this winter. Public computer usage was down in January when compared to December and also down compared to January 2017. Usage was up slightly in February compared to prior month. The library saw 4915 patron visits in February which was 6% more than January. Inclement weather and ongoing construction have affected our numbers.
- The Public Library Association's annual conference is in Philadelphia this month. Our Library Director and Youth Services Librarian will attend the meeting. Our Technical Services Coordinator will attend one day.
- Arlene submitted her annual report to the Delaware County Libraries.
- The library's finances are currently under review by Rainer and Company.
- Franklin Mint Federal Credit Union (FMFCU) approached Arlene regarding banking with their establishment. The proposal was distributed to the Board and will be discussed at a future meeting.
- Several viable candidates have responded to our posting for the position of Youth Services Library Assistant.
- Youth Services – In March we are participating In Longwood Garden Community Read initiative. Angela is planning several exciting programs for the summer months, e.g., Summer Quest and Science in the Summer as well as continuing regular children's events throughout this month.
- Motion to Approve the Director's report was made by Edward Jackman and seconded by Howard Walker.

Friends of the Library

- FOL will continue funding the museum pass program this year and will add a few new passes. A Tyler Arboretum pass was added to the collection in January.
- FOL will contribute \$1500 toward bringing the travel book collection up to date.
- Two other purchases approved by FOL include the purchase of two large print keyboard for sight-impaired patrons and the new edition of the Sear's List of Subject Headings.
- FOL will have a book sale on May 4-6.

DCL Monthly Board Meetings

Please review Erica's notes from the February meeting.

Future meetings are as follows:

April 5 – Howard; Ridley Township Library

June 7 – Ed; Darby Free Library

August 2 – Kathy; Radnor Memorial Library

October 4 – Tony; Marple Public Library

December 6 – Erica; Rachel Kohl Community Library.

All meetings start at 7PM.

Old Business

- Elan Fundraiser – no results yet.
- Review of Bylaws – tabled
- BOT Letters of Commitment – tabled
- Trustee Training – Tony and Ed will attend on April 21 at Montgomery County Community College.

New Business

- Howard Walker raised a question concerning metrics we might use to measure performance of both the Library and the Board. It was suggested that we contact Janis Stubbs with regard to this matter. Arlene will also look for ideas at the Annual Conference next week. The issue will be discussed at future meetings.
- National Library Week – April 8 – 14.
- Volunteer Appreciation Luncheon – April 26. Howard will obtain a proclamation from the Township. Board members will provide food.
- Ed Jackman distributed a Discussion Draft “ Newtown Township Public Library Access to Funds”. The Board will study this document and discuss at the next meeting. It was noted that going forward, we will be audited every year.

The meeting was adjourned at 8:17 PM by Howard Walker, President

Next meeting of the Newtown Library Board of Trustees will be held at 7:00 PM on April 19 2018.

Minutes submitted by Kathy Erickson