

**Newtown Public Library**  
**Minutes of the April Meeting of the Board of Trustees**  
**April 19, 2018**

**Call to Order**

Erica S. Danowitz, Vice President, called the regular meeting of the Board of Trustees of Newtown Public Library to order at 7:03 PM on April 19, 2018.

Present: Erica Danowitz, Edward Jackman, Anthony Maalouf, Kathy Erickson, Arlene Caruso, Library Director.

Excused: Howard Walker

Guest: Anthony Licate from Spidernet Technical Consulting

Mr. Licate presented a proposal for an upgrade to our public Wifi network. Our current subscription will expire on May 4, 2018 but we have received a 30 day extension. The cost is for the upgrade is \$5430.29 which includes hardware, shipping, and one-time indoor set up. The monthly recurring expense is \$191. There is also an optional expense of \$2732.94 for outdoor Wifi. The cost to simply renew the current subscription is \$613.74.

Arlene indicated that security of the system is a major issue.

Please review the hand out from Spidernet for details concerning the charges and features of the upgrade.

**Approval of the AGENDA**

Motion to approve by Ed Jackman; second by Tony Maalouf

**Approval of the March Minutes**

Several additions/corrections were submitted by Ed Jackman. Kathy will make the adjustments and re-send to the Board. We can approve by email.

**REPORTS**

**TREASURER**

Please see the March Treasurer's report

- For March, total revenue was \$793 with expenses of \$20,913. Donations totaled \$250.
- Staff expenses continue to run under budget due to an unfilled position.
- On a year to date basis, our revenue of \$94,545 is ahead of expenses (\$66,764) by approximately \$28,000.

- Annual budgeted expenses are almost \$25,000 per month while anticipated government funding is almost \$20,000 leaving us with a shortfall of approximately \$5000 per month which must be filled by fundraising efforts.
- At the last board meeting, the treasurer reported that we will have a full audit every year. Since that report, the town's auditors discovered a provision indicating that we can get by with a review if our state aid is less than \$50,000.
- Citing municipal law, BB&T informed Ed that 0.25% is the maximum we can earn on our bank deposits.

Motion to approve the Treasurer's report by Tony Maalouf; second by Kathy Erickson

## **DIRECTOR'S REPORT**

Please see the March Director's Report

- Bad weather and power outages led to several extra days when the library was closed. Despite these problems, circulation was up compared to February and fairly normal for March.
- New library cards were slightly lower than February while public computer use and patron visits were up. It appears that patrons are coming back to the library now that construction is almost over and the front entrance is more accessible.
- Arlene, Angela and Matthew attended the Public Library Association Conference in Philadelphia.
- Delaware County Council joined members of the Delaware County Library System to acknowledge National Library week on April 8-14 and to recognize the staff of Delaware County libraries for their dedication to promoting literacy among youth and adults across the county.
- Most of the Newtown Public Library staff attended the Delaware County Libraries Staff Day on April 12, 2018.

### Youth Services Update:

- Youth Services is taking full advantage of the new Community room with several programs planned.
- Youth Services is gearing up for Summer Quest, the summer reading and learning program which encourages recreational reading and keeps reading skills strong over the summer.
- An individual has been selected for the new position of Youth Services Library Assistant.

Motion to approve the Director's report by Kathy Erickson; second by Edward Jackman

## **FRIENDS OF THE LIBRARY**

- Book sale of "discards" – May, 2018

- Regular book sale – August 2018
- Silent Auction – June, 2018
- Last year the “Friends” contributed approximately \$7000 to the library including funding for the Museum passes.

## **NEW BUSINESS**

### Fundraising

- Elan - We received a check for \$400.
- A Fundraiser at Zoe’s Kitchen is scheduled for May 14, 2018
- A “visual display” for Fundraising progress was discussed – the Radnor Library illustration was shown as an example

### Bylaws

- Edward Jackman distributed a discussion document applicable to the existing Bylaws of the Newtown Public Library Board of Trustees.
- It was suggested that we agree on an annual schedule of meetings, not necessarily monthly.
- Ed Jackman will present a draft of new Bylaws at our next meeting.

## **OLD BUSINESS**

- Performance indicators (measures) – tabled until next month
- The Board finalized plans for the Volunteer Appreciation Luncheon to be held on 4/26/2018.
- Trustee Recruitment – no updates

The meeting was adjourned at 8:40 PM. The next meeting is scheduled for May 17,2018.

Minutes submitted by Kathy Erickson, Secretary