

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

Present: Howard Walker, Erica Danowitz, Edward Jackman, Arlene Caruso, Library Director, and Kathy Erickson

Excused: Anthony Maalouf

Guest: Stephen M. Nease, Township Manager/CAO/Treasurer

**CALL TO ORDER:**

Howard Walker, President, called the regular meeting of the Board of Trustees of the Newtown Public Library to order at 7:08 on July 19, 2018.

Approval of the Agenda – motion to approve by Kathy Erickson; second by Edward Jackman.

Approval of the Minutes from the June 21, 2018 meeting – motion to approve by Erica Danowitz; second by Edward Jackman.

Bookkeeping Agreement – Mr. Nease reviewed the suggested Bookkeeping Agreement between Newtown Public Library and Newtown Township. Please refer to the handout distributed by Mr. Nease for details of the agreement. There will be some small costs to the Library. The Board agreed to move forward and continue to explore this agreement.

Motion to approve moving forward with the agreement was made by Howard Walker; second by Erica Danowitz.

**REPORTS:**

**Treasurer's Report - June 2018 results**

- Please refer to the Treasurer's report for June, 2018.
- In June, expenses exceeded revenues by approximately \$22,300. However, on a year to date basis, revenues of about \$145,00 exceeded expenses of approximately \$132,000.
- We are still budgeted to receive \$4,000 from Delaware County, \$5,000 from Edgemont, approximately \$1,000 more from the State and the final \$95,000 from the Township.
- The balance sheet remains strong with financial assets of about \$190,000.
- The income anticipated from our two fundraisers is key to meeting the budget for the year.

Motion to approve the Treasurer's report by Kathy Erickson; second by Erica Danowitz.

**Director's Report**

- Please see the Library Director's Report
- In June, circulation increased by 21% compared to May and was higher than June 2017 by 8.5%.
- The library had an 8% improvement in patron visits when compared to the previous month and a 24% improvement over June 2017.
- New library cards in June were more than in May but less than new cards at this time last year.

- Public computer usage was down in June but probably replaced by Wifi.
- The Library's Facebook page had a significant jump in "likes" in June.

Arlene attended the monthly meeting of the Southeast chapter of the Pennsylvania Library Association.

- The library made the ILS transition from Millennium to Sierra on 6/26.
- The Wifi upgrade was installed by Spidernet on 7/11. Patrons are not required to use a password to log in.
- Youth Services provided numerous entertaining programs for children in June including a rocketry class, a comedy show featuring a dog performing tricks, an outdoor water party and a shark-themed magic show.

Motion to approve the Director's Report by Howard Walker; second by Edward Jackman.

Friends of the Library Report

- FOL summer book sale will be held on August 3-5.
- An evening with Dane Tilghman is scheduled for August 3 from 6:30 to 8:30 pm.

NEW BUSINESS

- Please see discussion on the Bookkeeping Agreement (above)

OLD BUSINESS

- Approval of the revised Bylaws:

A motion to approve the revised Bylaws of the Newtown Library was made by Howard Walker; second by Kathy Erickson. Many thanks to Ed for his work on this project.

- Fundraiser at Zoe's on 5/14 yielded \$94.
- Fundraising "thermometer" for the lobby – Molly from Radnor is working on a design for us.
- Fundraising drive – preparation for the mailing is in progress.

The meeting was adjourned at 8:07 pm.

The next Board meeting will be held on September 20 at 7:00 pm.

Respectfully submitted,  
Kathy Erickson, Secretary