

## **Newtown Public Library**

### **Minutes of the Monthly Meeting of the Board of Trustees**

**October 18, 2018**

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

Excused: Howard Walker

#### **CALL TO ORDER**

Erica Danowitz, Vice President, called the meeting to order at 6:59 pm on October 18, 2018.

Approval of the Agenda – Approved

Approval of the Minutes from the meeting of September 20, 2018 – Approved

#### **REPORTS:**

##### Treasurer's Report

- Please refer to the Treasurer's Report for October, 2018
- Revenues are essentially on budget through September. A second successful fundraiser will allow us to exceed the donations portion of the budget.
- Government Aid continues to be the major part of our funding . Newtown Township was a little short with its August contribution while Pennsylvania and Delaware County remain short of their full year budgeted numbers.
- On the expense side, we are more than \$13,000 under budget year to date due mainly to an under run of about \$11,800 in staff expense.
- As reported last month, we continue to carry the \$142 cash account as an asset. The Board agreed to write off this money.
- The Treasurer continues to work on the migration of the library funds to the Township's accounting system.

The Treasurer's Report was approved.

##### Director's Report

- Please see the Directors Report for October, 2018 which includes current data on circulation, new library cards issued, use of our public computer system, and library visits.
- Angela Hegadorn, Children's Librarian, reports that the Code Club which is funded by an IMLS grant, started on September 24. The club is growing steadily and is enjoyed by all participants. Children are also learning to knit on Sunday's through October 28, thanks to Amy Wetmore a library volunteer.
- Arlene attended a program about PA Forward's plans for the future. Arlene intends to pursue PA Forward Star status for our library in the coming year.

- In September Arlene met with county library directors to help craft an employee handbook for our staff. She also attended numerous other meetings in the area and Pennsylvania Library Association's Annual Conference in Harrisburg.
- Arlene recommends setting up "G Suite" which is a set of apps from Google that facilitates document sharing.
- Arlene is also working on "on boarding" information for trustees as well as trustee job descriptions.

The Director's Report was approved.

Friends of the Library – no report. Tabled until the November meeting.

### Delaware County Library Board

Anthony Maalouf attended the meeting on October 4, 2018 at the Marple Library where a representative from PA Forward spoke. PA Forward is the statewide initiative to transform libraries into community centers of information, technology and literacy.

### **NEW BUSINESS**

- The Board approved the concept of moving our banking accounts to TD Bank which is the bank used by the township. Ideally, we would have three accounts, one checking account and two escrow accounts, but we are not sure how many accounts the township can handle. Interest rates will fluctuate over time. More definitive banking arrangements will be presented at a future Board meeting.
- Employee Handbook – Arlene is working on this project and the Board will review the document.
- Budget – Needs to be approved by December 1, 2018

### **OLD BUSINESS**

- Fundraising letter – Arlene will write it. Mailing will go out shortly after Thanksgiving.
- Fundraising "thermometer" - we will do it for the upcoming fundraising effort.
- Developing finance-related policies and procedures – tabled

Next meeting - November 15, 2018 at 7 pm.

The meeting was adjourned at 8:15pm.

Respectfully submitted,

Kathy Erickson, Secretary