

## **Newtown Public Library**

Minutes of the July Meeting of the Board of Trustees

July 18, 2019

Present: Howard Walker, Arie Cappuccio, Vinny O'Donnell, Arlene Caruso, Library Director, and Kathy Erickson

Excused: Erica Danowitz and Anthony Maalouf

### **CALL TO ORDER:**

Howard Walker, President, called the regular meeting of the Board of Trustees of the Newtown Public Library to order at 7:01 on July 18, 2019.

Approval of the Agenda – motion to approve by Arie Cappuccio; second by Howard Walker.

Approval of the minutes from the May 23, 2019 meeting – motion to approve by Vinny O'Donnell; second by Howard Walker.

### **REPORTS**

Arie spoke about the June 2019 monthly treasurer's report produced by the Township. The bank balance was \$169,738.03. Endowments totaled \$28,000. Approval of the Treasurer's report was tabled pending approval via email.

#### Director's Report

- Please see Arlene's report which details circulation, new library cards, Wi-Fi sessions and library visits as well as many activities, and an update on Youth Services. Total attendance for Youth Services programs in May and June was 1804 patrons.
- Arlene discussed the June 2019 YTD library revenue and expenditures. Revenue was short to budget and expenses were slightly over budget.
- Operating expenses are over budget due to an increase in demand in children's program materials as well as periodicals.
- The library received \$1329 in donations primarily because of donations made in memory of past volunteer, Jenifer Hansell. The Lion's club donated \$500.
- Howard produced a graph of circulation by year (July – June) from 2016-17 to 2018-19. Overall, circulation has increased slightly with the largest increase coming from residents outside of Newtown Township.
- Arlene has been invited to join the board of the Newtown Square Historical Society as the Social Media Director.
- Arlene has also been asked to join the Pa Library Association Membership Committee. In addition, Arlene is running for 2020 Treasurer of the Southeast Chapter of the Pennsylvania Library Association.

Motion to approve the Director's Report by Howard Walker; second by Arie Cappuccio.

### Friends of the Library (FOL)

- A book sale will take place during the first week in October.
- October 20 – 26 is FOL week and several activities are being planned, including a combined meeting with our Board and the Friends.

### **New Business**

- Arie attended the June meeting of the DCLB where there was substantial discussion about fundraising for the foundation.
- We have been asked to give up up two of our county computers. No problem.
- Arlene distributed the Newtown Public Library Annual Financial Report for the year ended 12/31/2018.
- Vinny reported on a training session he attended. We may want to consider updating our mission statement.
- Fundraising Mailer. We are targeting a mailing in early September. We will use a tri-fold rather than our traditional letter format.

### **Old Business**

- Visual display of progress on fundraising. Perhaps on a digital board screen.
- New employee handbook will be implemented in the new year.

Board Agreement Form – motion to accept by Howard Walker; second by Arie Cappucio.

The meeting was adjourned at 8:13 pm.

The next meeting will be held on August 15, 2019 at 7pm.

Respectfully submitted,  
Kathy Erickson  
Secretary

