

**Newstead Public Library
Board of Trustees
February 4, 2015**

Board Members Present: Sue Brown, Cheryl Esposito, Mary Mangan, Sue Sweitzer, Bob Tiedt

At Large: Library Director Kristine Sutton, Newstead Councilman John Jendrowski

Call to Order: 7:00 pm

General Business: Meeting minutes of 12/3/14 were reviewed. A motion to accept was made by Sue Brown, with a second by Bob Tiedt. All in favor.

Library Activities & Community Events

Monthly Clubs: Peace, Love and Yarn, Tuesday Morning Book Club, Ladies Club, Genealogy Group, LEGO Club, American Girl Club, and Mahjong (weekly)

Other Events: HEAP program sponsored by Legislator Ed Rath was attended by approximately 40 patrons, Representative of Congressman Chris Collins held a public meeting, Red Cross presented a Disaster Planning Program and NY State of Health held an informational meeting about the affordable Health Care Act. Buffalo & Brandy presented a family entertainment program.

Library Business

- Snow removal: issues discussed relating to timeliness of snow removal, cost, insurance, and contracting help. Councilman Jendrowski will share questions with the Town Board
- Rear walkway: tiles are uneven, causing a safety issue. Director Sutton will contact S.B.Z. Galle Stone. Councilman Jendrowski suggested it may be a drainage problem whereby the water collects, freezes and causes the tiles to shift.
- Front and rear entrance: current layout has been slippery when wet. Director Sutton will get estimates to explore extending the tile.
- Emergency Procedures: Emergency Evacuation Plan/Procedures was created for the library
- IEEP: Falcone's estimate to replace 30 track lights with LED bulbs would cost \$768 but it would qualify for a rebate of \$300. To increase the lighting, an additional 5 lights would cost approximately \$377.
- Biel's Document Management: working out final plans for converting microfilm.
- Lock to alley door: lock could not be opened. Waiting to hear back from B& B Door but Suburban Lock may be contacted
- Employee Handbook: Sue Sweitzer made a motion to adopt the handbook of E&BCPL, second to motion made by Mary Mangan. All in favor.
- Kristine attended Autism Awareness training at the Central Library.
- Usage reports for December 2014 and year end: Circulation 21.5%/mo, -3.3%/yr.; Patron Door Counts 13.7%/mo, -4.3%/yr.; WiFi -53.5%/mo, 27.2%/yr.; Computer Sessions 10.6%/mo, -4.5%/yr

Meeting adjourned: 8:05 pm