

**Newstead Public Library DRAFT**

**Board of Trustees**

**Wednesday, January 11 @ 7 pm**

**Board Members Present:** Sue Sweitzer, Mary Mangan, Tara Middaugh, Michele Cositore

**At Large:** Library Director Kristine Sutton, John Jendrowski

**Call to Order:** 7:09, Motion to approve- Sue S, Seconded – Mary

**Approval of Minutes** from December 14, 2022, Motion to approve- Sue S, seconded- Michele

**Approval of the Agenda** for January 11, 2023, Motion to approve – Sue S, seconded – Mary

**Library Business**

**Public Comment:** None

**Directors Report:** Reviewed monthly Program Report and Library Statistics. There was nothing to report from the Friends of the Library, their next meeting is in two weeks.

**Finances:** Bills were all reviewed and approved & reviewed Monthly Financial Report, Abstract approved – Sue S, seconded – Michele

**Building:** John is checking areas of the roof that may be causing ceiling leaks, he will continue to monitor through this winter

**Old Business:** None

**New Business:** Four Policies were reviewed & any changes were approved by the Board of Trustees: Whistleblower Policy, Credit Card Policy (signed), Procurement Policy and Claims Audit Policy

**Next meeting:** February 8, 2023 @ 7 pm

**Meeting Adjourned:** 8:01 pm, Motion to adjourn – Mary, Seconded – Michele