Newstead Public Library
Board of Trustees
Dec 12, 2018

Board Members: Tara Middaugh, Sue Sweitzer, Bob Tiedt
Absent: Sue Brown, Mary Mangan
At Large: Library Director Kristine Sutton John Jendrowski
Call to Order: 7:08 PM

Meeting Called to Order
Sue made a motion to call the meeting to order and Tara seconded

Approval of Minutes
Sue made a motion to approve October minutes and Bob seconded.

Approval of Agenda
Tara made motion to approve agenda, Sue seconded.

Library Activities & Community Events
New spread sheets listing all activities was presented- summary below:

Adult Events:
Peace, Love & Yarn- 7, Mahjong- 25 (3 sessions) players, Morning Book Club- 8, Genealogy Group- 9, Book Club- 7, Reminisce- 3, DSS- 4, Tai Chi- 36 (3 sessions), Science Book Club- 23, Ingram Staffing- 2

Intergenerational Events:
Music with Mar- 56 (2 sessions), Hawk Creek- 33, One Church- 14

Children Events:
Jumpbunch- 9, APA-2’s- 11, Dave the Dog- 2, Unicorns & Dragons- 30, Lego Club- 18, Daisy Dog- 4, Button Making- 3, PreK Yoga- 1, Yoga (ages 6-12)- 3, Rattles to Reading- 6

Teen Events:
Teen Writers Group- 2 (2 sessions), Database Demo (ACS)- 24

Community Events:

Director’s Report Review
1- Program Statistics- # of programs and attendance by age group
2- Review of monthly report- every category down except WiFi usage.
3- Friends of the Newstead Public Library Report- Nothing to report

**Financial Review**
1- Reviewed Financial Report
2- Motion to approve Financial Report by Sue, seconded by Bob

**Building**
1- Heated Sidewalk- Working fine so far- we’ll see when the temperature drops
2- Heat in office area- Besch Mechanical was called- due for maintenance check

**Library Old Business:**
1- Telephone system install in January

**Library New Business:**

1- **Policy Adoption** - Policies were reviewed and voted on below:

   - **Claims Auditor Position**
     - Resolution 2018-14  In Favor- 3  Opposed- 0 Abstentions- 2
     - *Rewrite to allow multiple non-signing board members to review*

   - **Resolution for Equal Employment Opportunity & Sexual Harassment Policy**
     - Resolution 2018-7  In Favor- 3  Opposed- 0 Abstentions- 2

   - **Resolution for Approval of Free & Direct Access Plan Policy**
     - Resolution 2018-8  In Favor- 3  Opposed- 0 Abstentions- 2

   - **Resolution for Approval of Volunteer Program Policy**
     - Resolution 2018-9  In Favor- 3  Opposed- 0 Abstentions-2

   - **Resolution for Approval of Cooperation with Organizations and Agencies Policy**
     - Resolution 2018-10  In Favor- 3  Opposed- 0 Abstentions-2

   - **Resolution for Approval of Rules of Conduct Policy**
     - Resolution 2018-12  In Favor- 3  Opposed- 0 Abstentions-2
     - *John questioned item #15- 1st amendment right*

   Still under review: Distribution Policy and Whistleblower Policy

2- **Trustee news letter passed out**
3- **Moonlight shopping- Dec 15, 5-8PM at the Library**

**Meeting Adjourned at 8:14:** Motion made by Sue and seconded by Tara

Next meeting:  January 9, 2019  7PM