

Newstead Public Library

Board of Trustees

December 11, 2019

Board Members Present: Sue Brown, Sue Sweitzer, Tara Middaugh

At Large: Library Director Kristine Sutton
Newstead Councilman John Jendrowski

Call to Order: 7:06 PM Motion to approve- Sue B. Seconded- Sue S

Approval of Minutes from November 2019 meeting: Motion to approve- Sue S,
seconded Bob

Approval of Agenda for December 11, 2019 meeting: Motion to approve- Sue B.
Seconded-Sue S

Library Activities & Community Events

Adult Events: Mahjong (weekly 5-9), Tuesday Morning Book Club (5), Evening Book Club (8), Tai Chi Chih (4 sessions- 41), DIY Apple Cider Vinegar (6), DSS (3 sessions- 10), Peace Love Yarn (4), Fraud 101(Bank of Akron-3), Census Job Opportunity (5), Signing Class(2 sessions-21), HEAP Outreach (Leg. Rath-15)

Intergenerational Events: Jumpbunch- (2 sessions - 28 kids), Music with Mar (20), Queen Elsa (44), Kaleidoscopes (15), Holiday Card Making (8)

Children's Events: Pigeon Program (7), Therapy Dogs (4 dog visits- 8 kids), Lego Club (10)

Teen Events: Breakout EDU/Games (11)

Community Events - Outreach: One Church (33), Day of the Dead Celebration (Middle School/High School Library)

Library Business

Library Stats- Visits were down (-9.%), Computer Sessions were down (-9.9%), WiFi was down (-23.9%)

Friends of Newstead Public Library - Vanessa Jones was contacted regarding Skyler Masse's scholarship payment. Sue B is following up to see if she will be sending her transcript directly to the library or if it will be funneled through the school

Finances- Audited vouchers for County paid & signed Privately paid, motion to approve by Sue S, seconded by Sue B

Building: A breaker was tripped in the public bathrooms & the exhaust fan was not working, it has been fixed. New bulbs were added to the existing track lighting & Kristine is having additional track heads added to the dark area before children's section. There was a small icy spot on the heated sidewalk but just one day so far, it will be observed. We currently have a quarterly fire inspection, looking into if it may move to yearly.

Old Business: None

New Business: Resolution for Personnel Policies & Procedures (3 Aye), Motion to Approve-Sue S, seconded Sue B. Reviewed the Internet Safety & Acceptable Use Policy. Reviewed Confidentiality of Library Records. Reviewed Equal Employment Opportunity & Anti-Harassment Policy. Reviewed Sexual Harassment Prevention Policy. Reviewed Volunteer Program Policy. Reviewed Gift & Donor Recognition Policy, Reviewed Rules of Conduct, Motion to Adopt the Buffalo & Erie County Public Library Mission Statement/Vision Statement/Core Values/Principles & ALA Library Bill of Rights, Sue S motioned to approve, seconded by Sue B

Meeting Adjourned: 7:57 Motion to adjourn - Sue B, Seconded- Sue S

Next meeting: January 8, 2020 at 7pm