

Newstead Public Library
Board of Trustees
December 3, 2014

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

At Large: Library Director Kristine Sutton

Call to Order: 7:08 pm

General Business: Meeting minutes of 10/22/14 were reviewed. A motion to accept was made by Sue Brown, Mary Mangan. All in Favor.

Library Activities & Community Events

Monthly Clubs: Peace, Love and Yarn a-thon 11/1 collected 126 holiday ornaments which were distributed with the Thanksgiving dinners at the Newstead Food Pantry. Mahjong Players meeting weekly with about 8 players. Artsy in Akron concluded after 14 programs. LEGO Club, American Girl and Reminisce Friday continue.

School Visits: Headstart had one visit. Poor weather prevented a few visits.

Other Events: Hand knit Sweater Raffle continues with a winner to be drawn on 12/22. Friends of the Library Book Sale earned approximately \$800. Moonlight Shopping on Main St. 11/22 drew a crowd of about 100 children and adults for crafts, refreshments and entertainment with Charlie & Checkers. The library will have an open house on 12/17 from 1-8 and Mike Randall will perform his Charles Dickens show at 6:30.

Library Business

- Good reports for new employees Julie Shine and Tom Whitbeck.
- Newstead Library will receive \$10,000 in Bullet aid funding from Senator Ranzenhofer. Library Director will get specifics as to how the funds may be used.
- Biels Document Management met with Library Director to provide information and an estimate on converting microfilm to searchable electronic format/ PDF's. Quote indicated \$4,200 to convert all existing microfilm. There also 6 years of records which need to go on microfilm or electronic format at an estimate of \$1,500 and \$1,600 respectively. The microfilm machine was purchased 12 years ago and has been serviced twice. Discussion regarding the possibility of using the Bullet aid to cover this process.
- Fulcon's inspected the library lighting to investigate the possibility of replacing bulbs with LED. Track lights are the only option at this point and an estimate of \$830 was provided.
- The library has experienced problems with the heating system but it should be repaired later in the week.
- There was a sewer back up in the lower bathroom which required professional servicing.
- Reviewed recent emails regarding the employee handbook and budget. A 2% increase was proposed. 1.9% increase was approved by the county legislature.

Meeting Adjourned: 7:50 pm

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