# Newstead Public Library Board of Trustees Nov 14, 2018

**Board Members:** Sue Brown, Tara Middaugh, Mary Mangan, Bob Tiedt

**Absent:** Sue Sweitzer

At Large: Library Director Kristine Sutton Absent: John Jendrowski

Call to Order: 7:12 PM

### **Meeting Called to Order**

Tara made a motion to call the meeting to order and Mary seconded

### **Approval of Minutes**

Sue Brown made a motion to approve October minutes and Tara seconded.

### **Approval of Agenda**

Sue Brown made motion to approve agenda, Mary seconded.

### **Library Activities & Community Events**

#### **Adult Events:**

Mahjong- 5-8 players, Tuesday Morning Book Club- 10, Genealogy Group- 8, Ladies Book Club- 7, Reminisce- 5, Peace, Love & Yarn- 4, DSS- 2 sessions- 7, Movie- 10, United Health Care- 10

# **Intergenerational Events:**

#### **Children Events:**

Therapy Dogs (3 dog visits)-11, Jumpbunch (2)-22, Music with Mar (2 sessions)-22, Storytime- (10 sessions)-51, Lego Club-14, Nature Play-2, PreK Yoga-5, Yoga (ages 6-10)-4

#### **Teen Events:**

Life of a Writer, (2)- 3 teens

#### **Outreach:**

Story visit to One Church Playgroup- 12 kids & 10 adults APA Visit- 9

## **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. Big drop (largest of all libraries) in circulation- -15.1%
- 3- Friends of the Newstead Public Library Report- One \$500 scholarship approved for books after 1<sup>st</sup> semester

#### **Financial Review**

- 1- Reviewed Financial Report
- 2- Motion to approve Financial Report by Bob, seconded by Mary

### **Building**

Heated Sidewalk- Working!!!

Hallway leak- foam spray- still a small drip

## **Library Old Business:**

- 1- Friends Book Sale- Best ever- \$1439 (doubled the last sale)
- 2- Good for the Neighborhood Nov 13- 25 returned from previous screening, over 30 new people

### **Library New Business:**

- 1- Summer Hours- for now, keep the same but discussed different ways to possibly open on Thursdays. Possibly budget 1 additional hour and shorten hours on other days.
- 2- Telephone quotes- 2 quotes: RelComm \$2967.28, Wire Tek \$2500. RelComm charges \$660 for annual support, Wire Tek charges \$348. We use RelComm now but we all agree it makes sense to switch to Wire Tek.
- 3- **Policy Adoption** Policies were reviewed and voted on below:

# **Resolution for Approval of Procurement Policy-**

Resolution 2018-2

In Favor- 4 Opposed- 0 Abstentions- 1

## **Resolution for Approval of Circulation Policy-**

Resolution 2018-3

In Favor- 4 Opposed- 0 Abstentions- 1

# Resolution for Approval of Internet Safety and Acceptable Use Policy-

Resolution 2018-4

In Favor- 4 Opposed- 0 Abstentions- 1

# **Resolution for Approval of Collection Development Policy-**

Resolution 2018-5

In Favor- 4 Opposed- 0 Abstentions- 1

Meeting Adjourned at 8:07: Motion made by Bob and seconded by Tara

Next meeting: December 12, 2018 7PM