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 1st 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