

**Newstead Public Library
Board of Trustees
January 10, 2018**

Board Members: Sue Brown, Tara Middaugh, Sue Sweitzer, Bob Tiedt

At Large: Library Director Kristine Sutton, Newstead Councilman John Jendrowski,
Friends of Library Representative Don Shonn

Call to Order: 7:10 PM

Approval of Minutes

Sue Sweitzer made a motion to approve December minutes and Sue Brown seconded.

Approval of Agenda

Tara made motion to approve agenda, Sue Sweitzer seconded.

Public Comment

Don Shonn provided details about requirements of the 501C3 grant application relating to interaction with the Library board. The major points included the need for a representative serving on both boards, an annual reporting obligation, and partial control of Friends' finances by the Library board. Sue Brown represents both boards and we discussed the upper amount that the Friends can spend without Library approval, agreeing on keeping the \$1000 limit. The Library Board also should approve any grant requests made by the Friends of the Newstead Public Library. Also, all checks require 2 signatures.

Resolution 2018-1, Resolution for Approval of Friends of the Newstead Public Library Expenses over \$1000 – Sue Sweitzer called to approve and Bob Tiedt seconded, Votes in favor 4, 1 absent

Resolution 2018-2, Resolution for Approval of Friends of the Newstead Public Library Grant Requests – Votes in favor – 4, absent 1

This year the Friends book sale raised \$3800 compared to \$2900 last year.

We discussed advertising life membership to the Friends

Ellen Frey of the Friends donated \$12000 from a CD- we put into a CD

Library Activities & Community Events

Adult Events:

Mahjong- 4-8 players, Tuesday Morning Book Club- 10, Ladies Book Club - 10, Peace, Love & Yarn- 5, DSS- 3 sessions- 7 visits

Intergenerational Events:

Nan Hoffman Holiday sing-along- 40

Children Events:

Therapy Dogs (3 dog visits)- 13, Jumpbunch (2 sessions)- 13, Cookie Decorating & Movie- 27, Graham Cracker Houses- 31, APA class visit (1)- 6

Teen Events:

Life of a Writer, 1 session- 4 teens

Outreach:

Kristine read to Akron Playgroup @ Miss Jeans

Community Events:

Nothing in December

Library Old Business:

- 1- Heated sidewalk- low temperature shut off? John made some adjustments but will probably require additional tweaking
- 2- Hallway Leak- still leaking- John to call Paintec
- 3- Bookfair at Barnes & Noble raised \$270 the week before Christmas
- 4- Kristine met with Mary Jean about Saturday hours in the summer- not necessary

Library New Business:

- 1- State Comptroller Report Extension request- Sue Brown signed
- 2- The B&ECPL Board implemented the automatic extension provision of the 2017 budget until July 31st, 2018
- 3- The B&ECPL 2017-2021 Strategic Plan will be under discussion at our next meeting.

Library Stats:

Patron Door Count down .6% vs Dec 2016- System down 9.3%

PC usage up 2.9% vs Dec 2016- System down 14.9%

WiFi usage down 40.5% vs Dec 2016- System down 38.9%- possibly due to new way of counting sessions

Reviewed Expenditures-

Sue Brown motioned to approve expenses, Tara seconded

Meeting Adjourned: Meeting adjourned at 8:03

Next meeting: March, 14 2018 7PM

Approved, March 14, 2018