

**Newstead Public Library**  
**Board of Trustees**  
**May 9, 2018**

**Board Members:** Sue Brown, Mary Mangan, Tara Middaugh, Sue Sweitzer, Bob Tiedt  
**At Large:** Library Director Kristine Sutton, Newstead Councilman John Jendrowski,  
**Call to Order:** 7:03 PM

**Approval of Minutes**

Sue Sweitzer made a motion to approve April minutes and Mary seconded.

**Approval of Agenda**

Sue Brown made motion to approve agenda, Sue Sweitzer seconded.

**Library Activities & Community Events**

**Adult Events:**

Mahjong- 3-7 players, Tuesday Morning Book Club- 7, Ladies Book Club - 6, Peace, Love & Yarn- 16, DSS- 4 sessions- 5 visits, Genealogy Group- 9, Botanical Gardens (Butterfly Garden)-18, Navigating the Health Care System- 1

**Intergenerational Events:**

Checkers Magic Show- 54, SPCA Humane Habitat- 7

**Children Events:**

Therapy Dogs (2 dog visits)- 6, Jumpbunch (2)- 15, APA class visit (1)- 6, St. Michaels visit (2)- 20, Lego Club- 16, Books & Babies (2)- 22, Music with Mar (1)- 32, String Figures- 4

**Teen Events:**

Life of a Writer, (2)- 6 teens

**Outreach:**

Kristine read to One Church Playgroup- 4  
Kristine read to Rattles to Reading Classes (2)- 27

**Community Events:**

Building Unity Through Community Welcome Meeting- 16

## **Director's Report Review**

- 1- Program Statistics- # of programs and attendance by age group
- 2- Monthly Library Statistics- Slight rise in Patron Door Count (+4.6% vs System -2.8%), Down in Registered Public Access Computer Sessions (-17.5% vs System -7.5%) and WiFi (-12.4% vs System +24.1%)
- 3- Book Sale Results- \$913- highest ever!

## **Financial Review**

- 1- Reviewed Financial Report
- 2- Reviewed Electric bills from 2015 to present- Likely a correlation to walkway but also weather related.
- 3- Motion to approve Financial Report by Sue Sweitzer, seconded by Tara

## **Building**

Pump in the basement- fixed and bathrooms are in service

### **Library Old Business:**

- 1- Hallway Leak- still leaking- Bill and John continue to investigate
- 2- Problem with transformer in the parking lot- leaking mineral oil. Checked by Tom Whitbeck and appears to be ok for now
- 3- Reviewed quote for Panic Button and Door Security by Armored Access- \$2590. Will try to secure another estimate, possibly from Kevin Stone. Any others?
- 4- Lawn Games- Kristine and Boston Library Director are working on the lending rules

### **Library New Business:**

- 1- System Staff Day- Speaker from Homeland Security discussed what to do in the case of an active shooter. We will try to get someone to go over ideas for the library and speak.
- 2- Heated Walkway- Brad feels Tolson did not install properly and agrees it should be fixed and that we were diligent in testing possible causes.

**Meeting Adjourned at 7:48:** Motion made by Sue Brown and seconded by Sue Sweitzer

**Next meeting: June 13, 2018 7PM**