

**Newstead Public Library**  
**Board of Trustees**  
**Dec 12, 2018**

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

**Absent:** Sue Brown, Mary Mangan

**At Large:** Library Director Kristine Sutton      John Jendrowski

**Call to Order:** 7:08 PM

**Meeting Called to Order**

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

**Approval of Minutes**

Sue made a motion to approve October minutes and Bob seconded.

**Approval of Agenda**

Tara made motion to approve agenda, Sue seconded.

**Library Activities & Community Events**

New spread sheets listing all activities was presented- summary below:

**Adult Events:**

Peace, Love & Yarn- 7, Mahjong- 25 (3 sessions) players, Morning Book Club- 8, Genealogy Group- 9, Book Club- 7, Reminisce- 3, DSS- 4, Tai Chi- 36 (3 sessions), Science Book Club- 23, Ingram Staffing- 2

**Intergenerational Events:**

Music with Mar- 56 (2 sessions), Hawk Creek- 33, One Church- 14

**Children Events:**

Jumpbunch- 9, APA-2's- 11, Dave the Dog- 2, Unicorns & Dragons- 30, Lego Club- 18, Daisy Dog- 4, Button Making- 3, PreK Yoga- 1, Yoga (ages 6-12)- 3, Rattles to Reading- 6

**Teen Events:**

Teen Writers Group- 2 (2 sessions), Database Demo (ACS)- 24

**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.

3- Friends of the Newstead Public Library Report- Nothing to report

### **Financial Review**

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

### **Building**

- 1- Heated Sidewalk- Working fine so far- we'll see when the temperature drops
- 2- Heat in office area- Besch Mechanical was called- due for maintenance check

### **Library Old Business:**

- 1- Telephone system install in January

### **Library New Business:**

- 1- **Policy Adoption-** Policies were reviewed and voted on below:

#### **Claims Auditor Position-**

Resolution 2018-14                      In Favor- 3    Opposed- 0    Abstentions- 2  
*Rewrite to allow multiple non-signing board members to review*

#### **Resolution for Equal Employment Opportunity & Sexual Harassment Policy-**

Resolution 2018-7                      In Favor- 3    Opposed- 0    Abstentions- 2

#### **Resolution for Approval of Free & Direct Access Plan Policy-**

Resolution 2018-8                      In Favor- 3    Opposed- 0    Abstentions- 2

#### **Resolution for Approval of Volunteer Program Policy-**

Resolution 2018-9                      In Favor- 3    Opposed- 0    Abstentions-2

#### **Resolution for Approval of Cooperation with Organizations and Agencies Policy-**

Resolution 2018- 10                      In Favor- 3    Opposed- 0    Abstentions-2

#### **Resolution for Approval of Rules of Conduct Policy-**

Resolution 2018-12                      In Favor- 3    Opposed- 0    Abstentions-2  
*John questioned item #15- 1<sup>st</sup> amendment right*

Still under review: Distribution Policy and Whistleblower Policy

- 2- **Trustee news letter passed out**
- 3- **Moonlight shopping- Dec 15, 5-8PM at the Library**

**Meeting Adjourned at 8:14:** Motion made by Sue and seconded by Tara

**Next meeting: January 9, 2019              7PM**