

**Newstead Public Library
Board of Trustees
January 9, 2019**

Board Members: Tara Middaugh, Sue Sweitzer, Sue Brown

Absent: Bob Tiedy, Mary Mangan

At Large: Library Director Kristine Sutton John Jendrowski

Call to Order: 7:11 PM

Meeting Called to Order

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

Approval of Minutes

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

Approval of Agenda

Sue Sweitzer made motion to approve agenda, Tara seconded.

Library Activities & Community Events

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

Adult Events:

Peace, Love & Yarn- 7, Mahjong- 14 (3 sessions) players, Morning Book Club- 8, , Book Club- 10, Reminisce- 4, DSS- 4, Tai Chi- 25 (3 sessions)

Intergenerational Events:

Dickens – 51, Nan Hoffman - 21

Children Events:

Jumpbunch- 15, APA-2 visits outreach- 27, Dave the Dog- 2 visits - 9, PreK Yoga- 3, Yoga (ages 6-12)- 4, One church visit – 30, Graham Cracker House – 2 sessions - 50

Teen Events:

Teen Writers Group- 3 (2 sessions)

Community Events:

Moonlight Shopping – crafts, Santa and refreshments at library - 85

Director's Report Review

1- Program Statistics- # of programs and attendance by age group

- 2- Review of monthly report- patron count and wifi up, computer use down
- 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 Sweitzer, seconded by Sue Brown

Building

- 1- Heat in office area- Besch Mechanical came in and proposed either to add another vent or correct the elbow ductwork. Cautioned us that it will be colder in the summer. Kitchen and office have been warmer after his visit. Will keep an eye in it.

Library Old Business:

- 1- Telephone system install tonight, 1/9/2019
- 2- Emergency Light Inspection – Inspector has been notified we are ready

Library New Business:

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

Resolution for Approval of Distribution Policy-

Resolution 2019-1 In Favor- 3 Opposed- 0 Abstentions- 0

Resolution for Approval of Ethics Policy- Resolution 2019-2

In Favor- 3 Opposed- 0 Abstentions- 0

Resolution for Approval of Confidentiality of Records Policy-

Resolution 2019-3 In Favor- 3 Opposed- 0 Abstentions-0

Resolution for Approval of Whistleblower Policy-

Resolution 2019-4 In Favor- 3 Opposed- 0 Abstentions-0

Resolution for Approval of Claims Audit Policy-

Resolution 2019-5 In Favor- 3 Opposed- 0 Abstentions-0

Any one of the non-check signing trustees may audit the claims

Resolution for Approval of a Governance Committee

Resolution 2019-6 In Favor- 3 Opposed- 0 Abstentions-0

Three trustees will form the Governance Committee

Meeting Adjourned at 7:49pm: Motion made by Sue Brown and seconded by Tara

Next meeting: February 13, 2019 7PM