

Newstead Public Library

Board of Trustees

Oct 19, 2016

Board Members Present: Sue Brown, Mary Mangan, Tara Middaugh, Sue Sweitzer, Bob Tiedt

At Large: Library Director Kristine Sutton

Call to Order: 7:10 PM **Meeting Adjourned:** 8:05 **Next meeting:** Nov 9, 2016

Library Activities & Community Events

Adult Events: Mahjong-7, Tuesday Morning Book Club- 8, Ladies Book Club- 10, Peace, Love & Yarn- 5, Genealogy Group- 10

Children's Events: APA (2 class visits), Kindergarten Visits- 2, STEAMPunk after school-1st & 3rd Tuesdays, 3PM for middle school (science related activities)- 16, Jumpbunch (15 months- 3years old)- 2nd & 4th Fridays Lego- 19, Checkers Halloween Event- 35.

Teen Events: Life of a Writer- 2nd & 4th Wednesdays -4

Community Events: Friends Book Sale (Nov 2, 4, & 5), Community Resource Fair (Cultural Center- Nov 2, 2-6PM)

Library Business

Library Stats- Most usage stats slightly down (except WiFi) but higher than the average. Water expense higher than budget due to unknown sprinkler usage. Everything else at budget or under.

Library Bills - Approved

Sidewalk- Completed- may donate bricks to Harold Finger for village cemetery.

Ceiling Accent Light Lamp Replacement- \$75 rebate per fixture saves \$825 and lowers price from \$4350 to \$3525.

Painting/Touch-up Estimates- Main library, conference room, office area, upstairs bathrooms, stairway hall, and elevator doors. Bid from Dunwell & Quick Painting- \$1600 + materials. Neil Patterson bid \$3550 labor & materials. Kristine to ask for materials cost from Matt and breakdown from Neil for comparison.

Conflict of Interest Policy- Voted 5-0 to adopt.

Disclosure Statement Form- Signed by all trustees.

Changes to the Constitution- Accepted by group.

DSS Intern- UB social worker will begin Friday, October 21st and be available at library every Friday, 10 am -5 pm.

Act Meeting- Reviewed steps to generating a marketing plan by Gerry Murak. Information gathering, trend analysis, obtaining information from customers, developing plan from bottom up.

Board Meeting date changed to the second Wednesday of the month, beginning in November.

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