

**City of New Plymouth**  
**Armoral Tuttle Public Library Board Meeting**  
**January 7, 2020**

**Call to Order and Introduction** – Heather called meeting to order at 6:34 p.m.

**Roll Call** – Heather Airoldi, Ron Beutler, Christy Norris, Present; Aubri Sotutu, and Robert Sprage were absent.

**Consent Agenda – Action Item**

All matters on consent agenda are considered routine and may be approved in a single motion. A trustee may ask that an item be removed from the consent agenda and considered separately.

\*Library Board Minutes – December 3, 2019

\* Financial Report – November Financials – discussed travel numbers and revenue received. Melanie explained two items that were not correct on the financial report because of late arrival of information.

\* Library Report – December 2019

Ron moved to accept the Consent Agenda. Motion passed.

**Claims Approvals/Payment of bills:**

In the amount of \$676.53 was signed by Christy Norris and Melanie.

Christy moved to accept the claims approval. Motion passed.

**Old Business:**

What happens to a surplus amount of money left over at the end of fiscal year was discussed. Melanie explained that it would be added to our library fund, for projects in the future if needed.

Discussion on late fees and overdue books: As of the end of 2017 through present day, the library has lost revenue amount of (approximately) \$674 due to lost books, damaged books and those not returned by patrons. Melanie would like a new policy of a fine of .10 cents a day on books that are late to be returned and a new policy for lost and damaged books. Melanie will make a new copy of a Fees policy to be reviewed at the next meeting. No action necessary at this time.

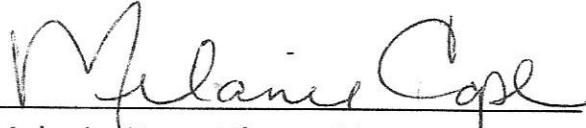
**New Business:**


The library director attended the installment of the new mayor. She asked about the possibility of a new liaison between the city council and the library. We were told that both of the new city council woman Cora Kurth and Elaine Balcer are going to be approached by the mayor to see if this is a position that they want to support.

The board needs a year evaluation scheduled for Melanie; probably in February.

**Announcements** – Tech issues are doing better at this time. A new drop box could be made by the inmates at the prison. If we get a new building, we would like to have a wall drop box, so books can come right into the building.

**Adjournment** – Meeting was adjourned at 7:34.

  
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Melanie Cope- Library Director

  
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Heather Airoidi- Board Chairperson