**THE FREE LIBRARY OF NEW HOPE AND SOLEBURY**

**Board of Trustees Meeting Minutes**

**January 15, 2014**

**PRESENT**: Jacqui Griffith, President; Ellen Stiefel, Treasurer; Beth Houlton, Secretary; John Blady; Polly Wood; Kay Reiss; Connie Hillman. Also in attendance were: Pamm Kerr, Doro Kerr, Robert Salgado, Nancy Salgado, Charlie Huchet, Elizabeth Varnai, DeeDee Newcomb, Carol Spencer, Karl Varnai, Kathleen Meier, Kris Reilly, Eric Jacobson, Laura Shaw, Lisa Mui, Donna Peiffer-Both.

I. **CALL TO BUSINESS**. Jacqui at 5:38pm.

II. **APPPROVAL OF PREVIOUS MEETING MINUTES**. MOTION by Polly to approve the minutes from the December 18, 2013, meeting, SECONDED by Ellen, APPROVED by all.

III. **DIRECTOR’S REPORT**. Connie Hillman.

* Connie attended two meetings this month: one was an online meeting for the New Director’s Institute with the State Librarian Stacey Aldrich; the other a meeting with the Community Library Directors of Bucks County.
  + Stacey confirmed that she is looking to simplify the state library system. She does not know exactly how this will look, but she is exploring different models from other states for efficiency. She also discussed state aid, explaining that state aid was never meant to be counted on for library operations, but as an incentive for a library to meet requirements in terms of staffing, collection management and local funding. While again nothing is in place, it is good to understand her way of thinking as we examine our own library and what this might mean for the future.
* We have now officially shifted over to Comcast for our phone service. Connie is hoping this will result in a savings of $70-$80 per month.
* The Library was closed two days due to snowstorms. Beth requested that perhaps something can be put on the website or the phone message changed on snow days to alert the public to the closing; Connie will look into this.
* The staff has been busy preparing for the Read-A-Thon Day of Service, which will take place on Monday, January 20, 2014, from 10am-2pm at the Library. All are welcome.
* Connie revised Eric and Patricia’s job descriptions and went over them with them. They will be stepping up in their roles in both technical services and youth services.
* Carol will be attending an evening session of the strategic planning overview seminar for Library Director's and board members on January 21, 2014 at the Doylestown Library. June Garcia and Sandra Nelson will assist interested attendees in the creation of a strategic plan.

IV. **FRIENDS’ REPORT**. Charlie Huchet.

Charlie introduced several people who have been helping the Friends. The members of the FOL Interim Board are: DeeDee Newcomb and Charlie Huchet, Interim Co-Presidents; Lawrence Booth, Treasurer; Karl Varnai, Membership Chair; Louise Whitcomb, Elizabeth Varnai and Barry Fetterolf. Special assistants are: Kathy Meier, consultant; Kristin Reilly, membership; Pamm Kerr, Raffle Basket; Carol Spencer, Maintaining Daily Book Sales.

The new Friends Board must have between 7-11 people, and they are working on that roster now.

A. **INITIAL FUNDRAISING** (Dec. 19, 2013-Jan. 10, 2014), **2014 FUNDRAISING PLAN AND FRIENDS REORGANIZATION**

In its regular Board meeting for November, 2013 the Library Board of Trustees requested that the Friends of the Library (FOL) become reactivated as soon as possible to create a viable fund raising arm to supplement the financial operating support of the Library. This would allow the Library Board to devote more time and resources toward addressing the future developmental needs of the Library. There was a special urgency attached to this request in that the Board was faced by a shortfall in the 2014 budget and, unless sufficient funds were raised by January15, 2014, the Board planned to significantly reduce the work hours of two assistant library staff. Some former members of the FOL and other concerned patrons felt compelled by the long-range funding needs of the Library, and by the impending staff reductions to accept the challenge.

Despite the very limited lead time (given the impact of Thanksgiving, Christmas and New Year’s holidays) and the recent biannual funding solicitation by the Library Board, much was accomplished and planned for 2014.

Funds Raised To-Date

1. Through a combination of activities, including starting a membership drive, encouraging individual donations beyond membership fees, initiating a bake sale, and starting a business donated raffle basket sale, a total of $4,000 has been raised as of January 10, 2014. This significantly exceeds the 2013 Friends contribution ($3,047) to the Library raised over an 11- month period.

Future Fund Raising Plans (13 Month)

1. An aggressive membership drive will continue through 2014. A door-to door Business Partnership program, throughout Solebury and New Hope will commence the week of February 3rd.
2. A monthly series of mini-events is planned for 2014.
3. A series of major fundraising events have been tentatively scheduled over the next 13 months (see below).

Organizational Plans

1. The success of FOL fund raising will depend, in part, on developing a large and actively involved membership base. All present patrons (2000 households) will shortly receive an e-blast invitation to join the FOL. A New Patron drive will then be initiated to broaden the potential FOL membership pool (and the Library patron base).
2. The Annual FOL Re-Organization meeting will be held on January 21st at the Library with a slate of officers and a new committee structure. Following the re-organization meeting, the Library Board will be invited to engage in an ongoing dialogue with the FOL toward strengthening our communication, our relationship and our respective roles in service of the present and future viability of the Library.
3. There is a FOL business outreach planning meeting on January 21, 2014, 5pm, at the Library; all individuals who want to help with this effort are welcome.
4. Decals will be available for businesses to post in visible locations in support of the Library.

**TENTATIVE FOL 2014 FUND RAISING/EVENT PLAN**

Individual/family FOL membership Fees $3500

Business Partnerships $3000

(30 businesses @$100)

Monthly Raffles (12 @$150) $1800

Restaurant Partnerships $500

**MARCH**

John & Peters Cook-Off $150

**APRIL**

Canal Re-Opening Event -Long

Hill String Band (30@$15) $450

**MAY**

Barry’s Bookmobile-downtown $500

First Annual 5-K Library Walk-A-Thon $1000

**JUNE**

Annual Book Sale $1500

**OCTOBER (Oct 19-25 National Friends of Libraries Week))**

Hidden Treasurers Antique Appraisal $1300

(4-5 appraiser/dealers)

**JANUARY**

FIRST Annual Spelling Bee $1000

TOTAL $14,700

On The Drawing Board-Future Possibilities

Dragon Boat Race

NH/S –Lambertville Bridge Tug-of War

Auto Show Car or Harley Motorcycle Raffle

50/50 Raffle

Jacqui thanked the Friends for their efforts to get this together in such a short time. Board members and Connie asked the Friends to remember to continue communicating with them with regard to the timing and details of the proposed events, as some may conflict with other ongoing Library programs and fundraisers.

V. **TREASURER'S REPORT**. Ellen Stiefel. (financial reports distributed)

A. **2013 FINANCIALS**

* Annual Fund Drive - The annual total (preliminary) is **$45,500** (gross).
  + $8,850 was collected in December.
  + Fund Drive expenses for the year total about $4,100.
* The Library received a healthcare rebate from the Federal Government for $1,602.
* 2013 Operational Shortfall – Approximately **$21,000** for full year
  + Source of funds:
    - $5,000 from second Atkinson Foundation donation
    - Remainder from stock sale proceeds
* Memorial Account
  + There is currently about $9,400 earmarked for capital improvements
    - Needs - Tree removal (about $3000) and outside painting (about $13,000)
    - $2,000 of Director Grant money can also be used to help cover these costs
  + There is over $5,400 designated for programming
  + There is almost $6,000 of “memorial” money
  + The Atkinson Foundation generously donated $10,000 in December 2013
* Investments - Vanguard investments lost approximately $32,000 in value.
  + The Endowment was valued at $687,000 at year-end
  + Augenblick was valued at $185,000 at year-end

B. **2014 BUDGET**

* The Revised Draft Budget includes the following changes from the Original Draft Budget presented in November:
  + Annual Contribution from the Friends group of $12,000
  + Staffing: full-time hours for two library employees at current salary and no part-time employee - net increase of $6,240
  + Healthcare coverage for employees through February; cost for the one additional month is $1,088
  + Savings of $1,100 from switching telephone providers
  + Increase in payroll taxes of $800 based on final 2013 expense
  + Increase in collection expense by $1,000 to $25,000 to maintain compliance with state requirement that 12% of the budget is spent on collection (total budget is $208,000)
  + Additional small changes resulting in additional costs of $400
  + Removal of $4,000 of Director Grant money from operations; this money is being re-allocated to capital improvements (see above)
* This proposed Budget results in a balanced budget (small negative year-end loss of $500)

In addition, Connie has requested that a part-time person (4 hours each Saturday at $10/hour) be added to the budget to assist Eric during those operating hours. The needed $2,000 to cover this will come from the Director’s discretionary grant money.

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| **PROPOSED 2014 BUDGET (outline)** | | |  |  |
|  |  |  |  |  |
| **Budget Summary (in thousands)** | | | **2013** | **2014** |
| Revenue | |  |  | ***DRAFT #2*** |
|  | State Aid | | 29 | 29 |
|  | Municipalities | | 74 | 74 |
|  | Program Grant | | 8 | 8 |
|  | Misc Library Fees/Sales | | 9 | 8 |
|  | Interest/Dividends (VG ST & Aug) | | 3 | 4 |
|  | Matching/Designated Gifts | | 3 | 5 |
|  | Fundraising - Friends | | 7 | 13 |
|  | Fundraising - Board Event(s) - *net* | | 25 | 27 |
|  | Annual Fund Drives | | 40 | 40 |
|  | *TOTAL (excludes VG LT Dividends)* | | **198** | **208** |
|  |  |  |  |  |
| Expenses | |  |  |  |
|  | Collection (covered by State Aid) | | 27 | 25 |
|  | Programs (covered by Grant) | | 8 | 8 |
|  | Operating Expenses | |  |  |
|  |  | Payroll | 136 | 126 |
|  |  | Fundraising Fees | 4 | 4 |
|  |  | Professional Fees | 15 | 13 |
|  |  | Operating Expenses | 9 | 9 |
|  |  | Occupancy Expenses | 21 | 24 |
|  |  | Misc | 1 | 0 |
|  | *TOTAL* | | **221** | **209** |
|  |  |  |  |  |
| **Profit/Loss** | | | **-23** | **-1** |
|  | | |  |  |

PUBLIC DISCUSSION – There was a plea to continue providing health care coverage for Library employees after February 2014, which the proposed budget does not include. Concerns surrounding this issue were discussed. While the Board sympathized with the issue, it stated that the money is not there to fund health care for employees into the future.

MOTION by Polly to approve Proposed Budget #2 with the change that $2,000 will be added to expenses to support hiring a part-time person to work 4 hours a week on Saturdays, which will be paid for out of the Director’s discretionary grant, SECONDED by Beth, APPROVED by all. Note that the $2,000 revenue and expense is not shown in the budget chart, but it does not impact the bottom line (as amended).

C. **BANK SIGNATURES**

MOTION by Polly to approve Jacqui Griffith and Ellen Stiefel as signers for bank account, Vanguard account and safe deposit box to replace outgoing board member Kathy and MOTION to remove Kathy Meier as a signer for any accounts effective immediately. SECONDED by Jacqui. APPROVED by all.

VI. **PRESIDENT’S REPORT.** Jacqui Griffith.

A. **UPDATE ON STRATEGIC PLANNING MEETING** – Jacqui requested that Board members send her names of patrons, community members, community stakeholders etc. to assist her in implementing the first strategic goal of Library awareness in the community. She would like help finding and identifying those people or organizations who might be able to help the library achieve our long-range plans. Jacqui stated that she intends to use the strategic plan created by the Board in early January as the framework for meeting agendas in 2014 to ensure that the goals stated in that document are met throughout the year.

B. **OPEN TRUSTEE POSITIONS** – Jacqui presented background information on potential new Board member Ron Cronise, who would replace Susan as a New Hope representative on the Board. MOTION by Polly to approve Ron Cronise as a new Board Trustee, effective February 1, 2014, SECONDED by Jacqui, APPROVED by all.

Jacqui reminded the Board that there is still one ad hoc trustee position available and noted that we are talking now to a couple of candidates to fill that position in the near future.

C. **OFFICER POSITION FOR 2014** -- MOTION by Beth to appoint the following Board officers for 2014 – Jacqui Griffith - President, Beth Houlton - Vice President, Ellen Stiefel - Treasurer, and Polly Wood - Secretary, SECONDED by Jacqui, APPROVED by all.

VII. **COMMITTEE REPORTS.**

A. **GOVERNANCE.** Beth Houlton. A vote on the proposed Record Retention Policy will be delayed until next month when additional feedback can be received.

B. **FUNDRAISING UPDATE.**

1. Read-a-Thon Update – Beth/Ellen.

Schools and community members continue to support the event, which is at its halfway point as of the meeting. We will not know how many people have participated or how much money is raised until the end of January when reading logs and sponsor money envelopes are turned back in.

Connie is working on the Day of Service at the Library on January 20, 2014 (MLK, Jr. Day), from 10am-2pm, and outlined the details of the offerings for the day. Everyone should come show support either by helping (contact Connie to see what she needs) or participating in the various service projects.

Beth noted that Carol is leading the effort to coordinate the Library’s presence at the Winterfest pancake breakfast. Board members and the public were urged to attend this event if possible to show support for the Library. Read-a-Thon prize winners will be announced at 9:30am, but the event runs from 8:00am-11:30am. The Friends group intends to have a table there to publicize their efforts.

2. Author Luncheon. Jacqui confirmed that Ellen Stimson, who wrote *Mud Season,* will lead an author luncheon on February 21, 2014, at Barley Sheaf Inn at lunchtime. Carol has further details and publicity for the event will begin shortly.

C. **BUILDING COMMITTEE**. John Blady. With regard to the outstanding tree issue, Jacqui suggested calling PECO to see if they will take it down (at least in part) since it threatens power lines. John noted that he had an additional quote from the tree company used by New Hope, which was $1,600 higher than the last quote, so we won’t be using them.

VIII. **MUNICIPAL NEWS.**  Jacqui and Polly reported on progress in NH Borough. Polly and Ron met with Bill Scandone, New Hope Borough council member and chair of the newly formed Civic Sector Task force, which will serve as a liaison between the Borough Council and the various nonprofits in the Borough. Polly and Ron explained the Library's independent status from the Bucks County library system and how much of its funding comes from Solebury Township and New Hope Borough and is a vital part of our funding. We explained the vital role a library serves in a community and how much more it has to offer aside from the lending of books.

IX. **POLICY ISSUES.** - NONE

X. **OLD BUSINESS.** – NONE

XI. **NEW BUSINESS**. – April Board meeting will be on April 23, 2014, instead of April 16, 2014, due to scheduling conflicts of several Board members that would likely prevent a quorum.

XII. **PUBLIC COMMENT/CONCERNS.** – None except as noted above.

XIII. **MOTION TO ADJOURN**: MOVED by Jacqui at 7:10pm, SECONDED by Beth and APPROVED by all.

The next meeting of the Board of Trustees will be held on February 19, 2013, at 5:30pm.

Respectfully Submitted,

Beth Houlton

Outgoing Secretary

Polly Wood

Incoming Secretary