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

**Board of Trustees Meeting Minutes**

**Wednesday, January 20, 2016**

In attendance: Beth Houlton, President; Carol Taylor, Vice President; Ron Cronise, Treasurer; Polly Wood, Secretary; Gene Underwood, Jacqui Griffith, Connie Hillman, Susan Atkinson, Reid McCarthy, Kay Reiss

Also in attendance: Charlie Huchet

**I. CALL TO ORDER** – Beth Houlton

 A. The meeting was called to order by Beth at 5:28

 B. **MOTION** by Polly to Accept the December Meeting Minutes. **SECONDED** by Ron, **APPROVED** by all.

**II. FINANCE REPORT** – Ron Cronise

**2015 Fundraising Update through 31 December 2015**

|  |  |  |  |
| --- | --- | --- | --- |
| **SOURCE** | **BUDGET** | **ACTUAL** | **NOTES** |
| Read-A-Thon | $10,000 | $10,808 | Total Budget for Board Events is $15,000 |
| Annual Fund | $45,000 | $55,450 | Includes add’l $2,000 from Paul Grand Event |
| **TOTAL** | **$55,000** | **$66,258** |  |

**Receipts/Expenditures through 31 December 2015 (excludes Capital Campaign activity)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **BUDGET** | **ACTUAL** | **NOTES** |
| Cash Received | $241,659 | $247,134 | We’ve rec’d $5.5K more than budgeted |
| Cash Expended | $241,110 | $241,669 | We’ve spent $0.5K more than budgeted |
| **Net Cash** |  **$549** | **$5,465** |  |

* Through 31 December we have had a Y-T-D gain on our endowment investments of $3,446. Since changing to our present investment plan we have a gain of $31,909.
* Year-over-year the Library’s equity on the Balance Sheet increased by $136,022 to $1,466,858.
* On 31 December we were holding $233,992 in cash plus $46,697 in non-endowment investments. Of the cash $166,799 is Capital Campaign contributions leaving $67,193 for future operating expenses. We increased our operating cash in December by $16,174.
* We will be having an audit this year. The auditors will be charging us to perform the audit. They will be charging us $5,600. This is not in our budget and Ron has spoken with them to discuss the fee. The state requires an audit be done every three years. This is different from the annual review (for which we are also charged). We need to make sure this is included in our annual budget going forward.

**Action Items**

None

 A. Annual Fund Results

 B. Renovation Financials (Ron distributed at the meeting)

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

* Weeding the collection has begun in preparation for the library’s return to Ferry Street.
* Our plans for the use of state aid were submitted to the district for approval and submission. It was late this year due to the delayed budget.
* The library subsidy made the cut in the stopgap budget that was approved. We can expect an increase of 1.8% in this year’s funding.
* The Annual Report form is now available from the state online. Connie has started to compile our statistics and will get the financial information from Linda and Ron later this month.
* Connie has been planning programming for April-June. Some highlights:
	+ April 14: *The Thousand Dollar Dinner* Author Visit and Tasting
	+ April 28: Holocaust Remembrance program
	+ May 3-31 at 7pm: Basic Spanish for Travel
	+ May 18 at 7pm: A Century of Sinatra with Dave DeLuca.
* Patricia began a series of preschool STEAM programs. There has been a lot of interest in the program. We will be adding a second preschool series as well as a grade school version in February. We’ll need to take a break for all story times and programs in March for our move.

Connie attended a webinar on Making Small Libraries Relevant.

**IV. BUILDING RENOVATION UPDATE** – Carol Taylor

 Carol and Jacqui gave the Solebury supervisors an update of the renovation at their monthly meeting.

 A. Updated Timeline for Completion

 Carol asked Chip Brucker when things would be complete. He said it could be done by Feb. 15. We have extended our lease at St. Martin’s until March 15 to give us time to move. The shelving is not expected until the end of February/beginning of March. The week of March 7 is our target for a move. Folding doors are still not here yet.

 B. Other issues – Cleanup of outside area, donor recognition – Jacqui

 We need to think about some minor tree work and possibly removing some scrub trees and bad landscaping. Carol will look into contacting Delaware Valley Univ. to see if there might be some students who could do landscaping.

**V. DEVELOPMENT UPDATE** – Kay Reiss

 A. Annual Fund Info

 We need to raise about the same or more for this year as we did last year. We will have a spring and fall mailing. E-tapestry has helped inform us about our donors and the timing of donations. We would like to have dinners at people’s houses to host potential donors. This would be to encourage people to become first time donors or to have current donors increase their donations. This is not meant to be for fundraising at the event so much as to raise awareness of the library in the community.

 B. Read-A-Thon Update – Beth

 Started last Wednesday. It is very difficult to judge how this is going until the end. There was an article in the Herald.

 C. Susan Branch event (May 3) – Polly Wood and Jacqui Griffith

 The event will take place at Holly Hedge. It will be a talk and book signing. Farley’s will be there selling books. After discussion, we have decided on a price of $35 per ticket. Darcy has volunteered to play harp for the event. The FOL has five volunteers willing to help with the event as well.

**VI. GOVERNANCE** – Susan Atkinson

 A. Meeting Room Policy

 The governance committee will meet this month. Susan has put together a rough draft of a policy.

**VII. FRIENDS’ REPORT** – Charlie Huchet

FOL DONATION TOWARD 2016 PROGRAM COSTS

The FOL Board approved the transfer of $2500 to the Library Board to underwrite four of the programs planned for this Spring (as well as others) by the Library Director. This relates to the $10,000 FOL commitment for 2016.

SPEAKER FOR FOL ANNUAL MEETING

The 2016 FOL Annual Meeting has been tentatively set for the evening of April 27th. Local author Daniel Dorian will discuss his recently published book “Peripatetic: A Memoir.” More details will follow.

2016 FUNDRAISING PROGRAM PLANNING UNDERWAY

Discussions are underway regarding the 2016 FOL fundraising program. In addition to the annual book sale, and the basket raffles, a harvest square dance and a zombie (!) dance (inspired by the “Night of the Living Dead”) and others, are under consideration.

OUTREACH

The FOL has decided to join the Greater New Hope Chamber of Commerce as a step in forming new connections with the business community.

March 16 – Chris Snyder from the county will speak to us at our board meeting.

The meeting was adjourned at 7:03.

Respectfully submitted,

Polly Wood

Secretary