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

**Board of Trustees Meeting Minutes**

**October 15, 2014**

**PRESENT:** Jacqui Griffith, President; Beth Houlton, Vice-President; Ellen Stiefel, treasurer; Polly Wood, Secretary, Carol Taylor, Ron Cronise, John Blady, Connie Hillman, Jerry Ruddle, Charlie Huchet, Pamm Kerr, Lawrence Booth, Linda Landis, Neil Gallagher

**I. CALL TO BUSINESS** Jacqui Griffith at 5:37

a. Call to Order and Attendance

b. **MOTION** by Polly to accept the Minutes of the September 17 Meeting, **SECONDED** by John. **APPROVED** by all.

Lawrence gave a report on the Paul Grande event which was a success!

Lawrence needs to start an account with the production company in New York to make copies of the prints that were purchased during the event. This will be in the name of the Free Library of New Hope Solebury.

**II. DIRECTOR’S REPORT**- Connie Hillman

**Keystone Grant** has been submitted. Thanks to everyone for their assistance in putting this massive document together.

**E-Tapestry Update**: Connie has been working with our technical programmer on corrections to the preliminary converted file. We should have the final converted file this week. Eric, Marilyn and Connie will begin tweaking the data and plan to have labels ready for mailing by November 10.

**Giving Tuesday**: Our library is registered to participate again this year. For those unfamiliar, Giving Tuesday piggybacks on the Thanksgiving weekend’s days of Black Friday, Small Business Saturday and Cyber Monday as a day to donate to area non-profit organizations. Connie attended a workshop to learn how to better promote this campaign and our organization and will be updating everyone affiliated with our organization on ways to help us spread the word.

**Outreach**:

       \* Connie conducted an owl story time as part of a "Night Owl" program at Bowman's Hill.

       \* The Eagle Fire Company visited our library for a Fire Safety Program on October 7.

**Staff Development**:

\* Connie attended a workshop for Giving Tuesday.

\* Patricia, Eric and Connie attended workshops at BCFL's Staff Development Day.

\* Patricia has been taking children's reader's advisory workshops online as part of her yearly goals.

\* Several Board members and Connie attended the BCFL workshop on Sustainable Thinking for the Future of Libraries.

**District information**:

\* Mid-November, BCFL has a new online resource: HOOPLA, which is a streaming digital service offering movies, music, audiobooks and, in 2015, e-books. It is set up similarly to OverDrive and can be used on a patron's computer, iPad or iPhone. This will be available to patrons beginning November 10.

Our computer equipment is being updated thanks to a grant for the Bucks County Free Library. Connie will be able to keep track of usage and our internet speed will be faster.

**III. FINANCE REPORT**- Ellen Stiefel (financial reports distributed)

**Monthly Fundraising Update**

|  |  |  |  |
| --- | --- | --- | --- |
| **SOURCE** | **GOAL** | **TO DATE** | **NOTES** |
| Board Fundraisers | $27,500 | $18,800 | $13,200 Read-A-Thon. $1,800 MUD.  $3,800 Ted Tally. |
| Annual Fund | $40,000 | $30,000 |  |
| Friends | $12,000 | $6,000 |  |
| Grand Party | - |  |  |
| **TOTAL** | **$79,500** | **$54,800** |  |

**Miscellaneous Notes**

* The renewal date for the property and liability insurance with Ohio Casualty is 10/30/14.
  + The premium will increase by about 3% to $4,566.
* The credit card bank account at First National is now closed. Credit card payments will be credited directly to the standard checking account.
  + There are now only 3 bank accounts – checking, savings and memorial.

**2015 Draft Budget**

* Finance meeting held on October 8, 2014
  + Attendees: Ellen, Jacqui, Ron, Connie, Linda
  + Discussion: Initial draft of the 2015 Budget was reviewed and input was provided by the group, and the Budget draft will be updated to reflect such input
* Proposed Budget will be presented to the Board at the November Board meeting for discussion
  + Final Budget will be voted on at the December Board meeting

**Action Items**

* Discuss use of recent financial gift to the Library from the estate of Jim Woolsey
  + The Library was listed as the beneficiary of an annuity from Jim Woolsey. The amount is approximately $32,000.

a. Budget 2015- Preliminary Review

b. Discussion on Recent Bequest and Consideration of a Motion to Approve Transfer to Endowment.

If it is put into Endowment, it can be taken out at any time and will not be locked up for a set period of time. **MOTION** by Jerry to move the money into the Vanguard short term bond fund with the understanding that it can be withdrawn when needed. **SECONDED** by Ron. **APPROVED** by all.

**IV. PRESIDENT’S REPORT**- Jacqui Griffith

a. Municipal Update- Solebury Township

The township has not discussed the library at their meeting. They have to make a decision by November when they present the budget and vote on a budget in December. Carol and Jacqui will attend the meeting on the 21st of October. November 6th is the next budget session.

Jacqui reviewed the results from the visioning sessions which are available on Dropbox. She also discussed the meeting several board members and Connie attended on Tuesday and would like to invite the presenter to come in January or February.

**V. FRIENDS’ REPORT**- Charlie Huchet

BOOK SALE

The Annual Book Sale made a profit 0f $3117.15, one of the largest profits ever made on the Annual sale.  The downtown location proved to be desirable, even though parking continued to be a problem.  There were many drop-ins, including out of town tourists.  The FOL Board and Book Sale Committee found the time of year favorable.  A number of visitors commented on the very pleasant ambience of the setting. Many thanks are owed to Father Kindon of St Martin of Tours and Beth Moore of the “4 Crows.”

QUARTERLY CONTRIBUTION TO THE LIBRARY BOARD

The Friends have just contributed $6000 to the Library Board of Trustees as its 3rd quarter contribution.

MEMBERSHIP EVENT

The Friends Board of Trustees and its Membership Committee will hold a “thank you” celebration for the Friends membership on Sunday, November 16, from 3-5 in the afternoon at the Library.  This is to recognize the approaching conclusion of its very successful year (following its re-organization), and the hard (but fun!) work of so many of its members.

The members of the Library Board of Trustees (which presently includes 3 FOL Members) are invited to attend.  It would be appreciated as a show of support.

Further details regarding this event will be coming shortly.  Save the date.

The FOL have almost reached 100 enrollment memberships! If a few more join now, the FOL will have reached that goal!

NEW FOL BOARD MEMBER

The FOL Board is pleased to announce the induction of Neil Gallagher to the FOL Board of Trustees as of its last Board meeting on October 1, 2014.

SEPTEMBER RAFFLE BASKET

There is an especially appealing October basket raffled by the FOL.

It was contributed by Manoff Market Gardens.  Ruth McMonigle manages this activity.  This basket broke all records, with over $350 in tickets sold.  It was won by Ms. Wendy Gladston.

REMINDER

Elizabeth Varnai, a member of the Friends Board and editor of the FOL Newsletter, has just had her first children’s book published and she will be giving a reading of *GOOD MORNING LOON*for children (and adults!) at the Library on November 18th.

**VI. COMMITTEE REPORTS**

A .Development- Beth

Beth discussed the Read-A-Thon. They are having trouble finding corporate sponsors and has asked if anyone has a contact who would be willing to be a corporate sponsor for $500. By having corporate sponsors to cover the costs of the event, we can state that 100% of the funds raised goes to the library.

**MOTION** made by Polly to adjourn, **SECONDED** by Beth. **APPROVED** by all.