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

**Board of Trustees Meeting Minutes**

**October 16, 2013**

**PRESENT**: Jacqui Griffith, President; Susan Atkinson, Vice President; Ellen Stiefel, Treasurer; Beth Houlton, Secretary; Laurie Brick; Kathy Meier; Carol Taylor; John Blady; Connie Hillman; Linda Landis; Lawrence Booth; Joe Wingert.

I. **CALL TO BUSINESS**. Jacqui at 5:36pm.

II. **APPPROVAL OF PREVIOUS MEETING MINUTES**. Proposed amendment to September Draft Minutes to take out the incorrect sentence in the Treasurer’s Report at the top of page 3 stating “Still awaiting transfer into Vanguard of 23 book shares issued by Schlumberger in June.” MOTION by Carol to approve amended minutes from September meeting, SECONDED by Susan, APPROVED by all.

III. **FRIENDS REPORT**. Lady Haight-Ashton was not present and did not submit a report.

IV. **DIRECTOR’S REPORT**. Connie Hillman distributed a report prior to the meeting reflecting the following:

A. **DISTRICT/STATE INFORMATION**

1. IndieFlicks. Downloadable movies from independent filmmakers are now available for patrons. Several films from this year’s New Hope Film Festival are featured.

2. Axis 360. This new e-book interface, added to increase the accessibility of e-books for patrons, will be available to patrons this week. It was purchased in addition to our current Overdrive.

3. Sirsi Upgrade began testing earlier this week. The new version contains new elements to the interface and new applications. We were given a cheat sheet of some of the new elements, but not all of them. We are anticipating no down time with the upgrade.

4. New state funding formula. The state library intends to being running funding formula beginning 2015. This was abandoned in 2004 with the first funding cuts. Overall, it is an incentive for local governments to fund their libraries: The more per capita funding you receive locally, the more you are eligible to receive in state funding. Since we are a system library, our per capita amount is averaged in with the other system libraries, which puts us in the maximum funding bracket. However, considering that technically we should be getting $12 per capita to receive that funding and New Hope-Solebury on its own only receives $9 per capita, it is an incentive to work toward an increase in local funding. Average library in state gets $35 per capita.

5. We received the 2013 county-wide summer reading statistics at the district meeting. She is very proud of what we have accomplished. Our total number of participants actually was far greater than the Warminster Library’s (which is three times the size of ours in space and population). We also had the highest number of teen programs and teen participation in the entire county, including Doylestown!

6. Connie attended the State Library’s New Directors’ Institute in Gettysburg. This is a new initiative conceived by the new state librarian, Stacey Aldrich. The purpose is to create a network of library directors and ultimately create a training program which would give us the pertinent information we need to best do our jobs. We will be continuing the program over the course of the next year with online classes and video conferencing. A second face-to-face meeting is being planned for late spring.

B. **PROGRAMMING/OUTREACH**

1. Patricia and Connie conducted storytimes at Trinity and Solebury United Methodist preschools. They were also the “celebrity” readers at the Lower Elementary School.

2. Connie gave a talk on library services at the American Legion.

3. Both Eric and Patricia represented the library at back-to-school nights at both the Lower and Upper Elementary Schools.

4. Earlier in June, Connie applied for a Pennsylvania Council for the Arts grant to obtain money for adult-level programming. We expected to hear the outcome in September. However, Connie received an email stating that there was some delay and that the outcomes would be announced in November. She is optimistic that we will get some sort of funding.

5. We have added a Children’s Yoga and Children’s Dance program to our children’s programming lineup. Both are free.

6. Connie has decided not to continue the movie license. We have had low participation at the movie nights and children’s movies and she believes the money could be spent better elsewhere.

C. **COLLECTION**. The children’s arts and crafts supplies have been moved from the closet in the children’s department to designated shelves in the book room. The goal is to add shelves to the closet, remove the doors and get more shelving space for the Juvenile fiction books. Paul Spencer, the husband of one of our volunteers, will install the shelving. There are several steel shelves in the “dungeon” which Connie is hoping can be used. In any event, the cost should be minimum.

D. **CHANGES TO FRONT DESK STAFFING.** In addition to her report, Connie discussed new changes to the front desk staffing. The Library is upgrading to a new, more complicated Sirsi circulation system and the changes require new training for anyone who works the front desk. Therefore, as of about a week ago, only Library staff members will be working at the front desk, and volunteers will be used on other tasks in the Library as needed. Connie reported that the volunteers for the most part seem to be accepting the change well, with only 2 volunteers so far having given up their shifts entirely. There has been no feedback yet from the patrons regarding the change, but Connie is optimistic that this will be a positive change for the Library.

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

A. **2013 FINANCIALS.** Revenues and expenses are trending basically as expected. The estimate of the operational shortfall for 2013 is approximately $25,000.

B. **WHITE PARTY UPDATE.**

1. The net profits from the White Swan party were about $24,000. Numbers are still being finalized.There were about 105 tickets purchased. The silent auction raised about $3,400. In addition, a generous donor paid $2,500 to replace the leaking oil tank.

2. Tax acknowledgement letters will be sent to all ticket purchasers and donors in October. Ellen clarified that these letters will not go to people who donated items to the silent auction, so she will send a letter to the donor of the painting/art piece, but the Library has no tax obligation to send letters to these donors. However, as appropriate, individual thank you notes should be written to donors and a thank you letter should be sent to the paper (Carol will take care of this by using the sponsor board information, and will include Chris Willett.)

3. Our accountant will file for a health care credit that we are owed from a discrepancy in last year’s tax filing; we will get about $1727 back after that correction.

4. Ellen noted that new fees for 2014 have been proposed by our current accountant in the amount of $3000 for review and $1250 for tax filing, plus extra for the health care credit filing (noted in #3 above). The Board discussed that it may be time to shop around for another accountant or negotiate this proposed price down. Kathy and Ellen will handle this issue.

The next Finance Committee meeting will be held on **Wednesday, November 6th at 5:30pm** to discuss the preliminary 2014 Budget.

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

A. **BOARD NOMINEES** – Because Susan and Laurie will be going off the Board by the end of the year, Jacqui needs names for possible new board members as soon as possible. The goal is to vote on any new members at the November/December meetings so that new members could start their terms in January 2014.

B. **STATUS OF FRIENDS LIBRARY GROUP** – Kathy talked to Lady and confirmed that she will no longer be coming to Library Board meetings or be running the Friends group, leaving the Friends effectively without leadership or organization at this point. Lady passed the Friends’ bylaws to Kathy, will give Kathy the latest list of Friends members, and told Kathy she will do the 501(c)(3) status filing for this year; it was noted that we might want to use the Friends Group for an author luncheon to keep the group active. New officer elections for the Friends are supposed to happen in January. The Board discussed that it makes sense for Library volunteers to feed into the Friends group in order to reenergize it if possible. Carol and Jacqui will brainstorm as to how to get more activity here.

C. **ORGANIZATION OF “ADVISORY GROUP” IN 2014** – Jacqui introduced and the Board discussed the idea of creating a Library Advisory Group of up to 10 influential community members who could begin to put together a capital campaign for a new building eventually and further future long-term financial and strategic plans of the Library, with or without the assistance of a development person. The Board will revisit this at a later date.

VII. **COMMITTEE REPORTS.**

A. **BUILDING AND GROUNDS.** John Blady. Unless we can get someone to paint the outside of the building soon, it will have to wait until spring. Carol will give John a contact or two that she thinks might be able to help with the painting.

B. **GOVERNANCE.** Susan Atkinson.

1. Employee Handbook. Connie has been reviewing the Employee Handbook and the Governance Committee will try to have proposed changes complete at the next meeting.

2. Motions to Revise Pet Policies. MOTIONS by Laurie, SECONDED by Jacqui, APPROVED by all, with Kathy abstaining, as follows:

MOTION to revise the Library’s Customer Service Policy, approved by the Board of Trustees on March 18, 2009 (CUS 2), by replacing the fifth paragraph of the regulations with the following:

Service animals, as defined by the Americans with Disabilities Act, are permitted in the library; other animals are prohibited. This policy does not pertain to library-sponsored activities.

MOTION to revise the Library’s pet policy, approved by the Board of Trustees on April 20, 2011, to read as follows:

Service animals, as defined by the Americans with Disabilities Act, are permitted in the library; other animals are prohibited. This policy does not pertain to library-sponsored activities.

3. Smoking on the Property. In response to possible smoking in the restroom, Susan noted the Library’s smoking policy, which may need to be modified to restrict smoking anywhere on library property. Susan and Beth will look this issue.

C. **PLANNING AND DEVELOPMENT COMMITTEE.**  Carol Taylor.

1. Update on Strategic Plan – Bill and Carol will finalize the strategic plan draft for the Board to review at the next Board meeting, but they may need an extra strategic planning meeting to do that. The goal is to finalize the document by January.

2. Author Luncheon Series – Various authors have been contacted about doing luncheons for the Library, including a cookbook author, Elizabeth Gilbert, and James McBride. The 2014 plan is to hold up to 3 luncheons, with a goal of netting $2500 per luncheon.

3. Read-a-Thon Update – Ellen, Beth and Susan.

* Reading Period – January 8-22, 2014
* Costs anticipated - $2000 (printing $1000, prizes/other $1000)
* Sponsorships needed – $2000 goal (probably four of them at $500 each)
* Paperwork being developed now – have logo, Ellen’s graphic artist friend working on drafts
* Principals of local public schools are all on board to support the Read-a-Thon within the schools and encourage students to participate. Beth will attend faculty meetings in November to get teachers on board and make a plan to motivate students. We need community outreach to other organizations as well if Board members have contacts with particular groups outside the schools (eg. churches, book clubs, etc.)
* Will establish prize structure soon to include on paper materials/posters
* The event will get additional publicity through Winterfest guide book and website presence, as well as announcing prizes at pancake breakfast on January 26th at the high school. Beth will talk to Bridget at Herald about publicity through the paper.

VIII. **MUNICIPAL NEWS.**  Beth attended the Solebury Township’s Board of Supervisors meeting on October 1, 2013, where the Supervisors were discussing next year’s proposed Township budget, among other things. There is no indication that the Library’s funding from the Township will be changed for the next year. We are scheduled to make a presentation at the Township’s budget meeting on November 7, 2013, to talk about the Library’s current activities and financial situation, but also need to lay groundwork for a January/February meeting that outlines what out actual needs are. Next budget cycle begins in August 2015. The Board discussed local funding from New Hope and Solebury generally and recognized the need to become more active in this funding process. Susan will find out when the next New Hope meeting is so that Jacqui can go.

IX. **POLICY ISSUES.** - NONE

X. **OLD BUSINESS.** – Lawrence, Kathy and Susan Sandor will meet at Paul Grand’s house at 4:30pm on November 5th to discuss possible fundraiser for 2014, and anyone on the Board is welcome to join them.

Lawrence noted that we could possibly find community members interested in joining the Friends group at municipality meetings, and that outgoing supervisors after the November election could be approached in the future as possible new board members if they have interest.

Lawrence expressed that the Library should develop a relationship with FACT for increased publicity for and awareness of Library activities and events, possibly through attendance at FACT member meetings as a nonmember or as a member for nominal fee to become more involved.

Laurie proposed a donation box be set up at the circulation desk for general donations to the Library.

XI. **NEW BUSINESS**. – NONE

XII. **PUBLIC COMMENT/CONCERNS.** - NONE

XIII. **MOTION TO ADJOURN**: MOVED by Jacqui at 7:20pm, SECONDED by Beth and APPROVED by all.

The next meeting of the Board of Trustees will be held on November 20, 2013, at 5:30pm.

Respectfully Submitted,

Beth Houlton

Secretary

[Board members met for an Executive Session directly following the General Board Meeting to discuss personnel issues.]