**FREE LIBRARY OF NEW HOPE & SOLEBURY**

**Board of Trustees Meeting Minutes**

**October 19, 2016**

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

Also in Attendance: Charlie Huchet, Pamm Kerr

**I. Call to Order** – Beth Houlton

A. The meeting was called to order by Beth at 5:33

B. **MOTION** by Ron, to accept the September meeting minutes. **SECONDED** by Jacqui, **APPROVED** by all.

**II. FINANCE REPORT** – Ron Cronise

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FUNDRAISING UPDATE THROUGH 30 SEPTEMBER 2016** | | | | | | | | | |
|  | ***Source*** | | ***Gross Income*** | ***Expenses*** | | ***Net Income*** | ***YTD Budget*** | | ***Notes*** |
|  | Annual Fund | | $24,782 | $3,084 | | $21,698 | $16,500 | |  |
|  |  | |  |  | |  |  | |  |
|  | Board Sponsored Events | |  |  | |  |  | |  |
|  | Read-A-Thon | | $13,025 | $3,000 | | $10,025 |  | |  |
|  | Susan Branch Tea | | $5,102 | $300 | | $4,802 |  | |  |
|  | Rhumba Garden Party | | $11,855 | $2,888 | | $8,967 |  | |  |
|  | Sub-Total | | $29,982 | $6,188 | | $23,794 | $20,500 | | Budget $ is Annual Budget |
|  |  | |  |  | |  |  | |  |
|  | Fundraising Grand Totals | | $54,764 | $9,272 | | $45,492 | $37,000 | |  |
|  |  | |  |  | |  |  | |  |
|  |  | |  |  | |  |  | |  |
|  |  | |  |  | |  |  | |  |
| **RECEIPTS/EXPENDITURES THROUGH 30 SEPTEMBER 2016** | | | | | | | | | |
|  |  | | ***Actual*** | ***Budget*** | | ***Notes*** |  | |  |
|  | Receipts | | $223,280 | $206,212 | | we have received $17K more than budgeted |  | |  |
|  | Expenditures | | $177,488 | $189,873 | | we have spent $12K less than budgeted |  | |  |
|  | Profit/Loss | | $45,792 | $16,339 | | we are about $29K ahead of budget |  | |  |
|  |  | |  |  | |  |  | |  |
|  |  | |  |  | |  |  | |  |
|  |  | |  |  | |  |  | |  |
| **INVESTMENTS** | | | | | | | | | |
|  |  | |  | ***Gain/Loss*** | | ***Gain/Loss*** |  | |  |
|  |  | | ***Current Balance*** | ***Since Inception*** | | ***YTD*** | ***YTD ROI*** | |  |
|  | Unrestricted Endowment | | $749,612 | $69,393 | | $47,356 | 7% | |  |
|  | Restricted Endowment | | $99,243 | $16,171 | | $6,299 | 7% | |  |
|  | Sub-Total | | $848,855 | $85,564 | | $53,655 | 7% | |  |
|  |  | |  |  | |  |  | |  |
|  | Non-Endowment Investments | | $48,376 | $2,028 | | $1,679 | 4% | |  |
|  | Grand Total | | $897,231 | $87,592 | | $55,334 | 7% | |  |
|  |  | |  |  | |  |  | |  |
|  |  | |  |  | |  |  | |  |
|  |  | |  |  | |  |  | |  |
| **CASH POSITION** | | | | | | | | | |
|  |  | | ***This Month*** | ***Last Month*** | | ***Difference*** | ***Months Covered*** | |  |
|  |  | | $99,800 | $115,125 | | -$15,325 | 4.8 | |  |
|  |  | |  |  | |  |  | |  |
|  |  | |  |  | |  |  | |  |
|  |  | |  |  | |  |  | |  |
| **NET WORTH** | | | | | | | | | |
|  |  | | ***August 31, 2016*** | ***August 31, 2015*** | | ***Difference*** | ***ROE*** | |  |
|  |  | | $1,648,018 | $1,521,550 | | $126,468 | 8.3% | |  |
|  |  | |  |  | |  |  | |  |
|  |  | |  |  | |  |  | |  |
|  | | Receipts/Expenditures and Cash Position are net of Capital Campaign activity | | |  | | |  | |

Ron handed out a rough draft of the proposed budget for 2017. A discussion ensued about the library’s insurance coverage. Currently, our building is over insured. Ron had the insurance company come out and do an appraisal of the property. They appraised the building for $700,000. Upon further discussion, it was agreed that we were underinsured for covering replacement of all the books in the event of a fire. **MOTION** by Beth to authorize Ron to adjust the current insurance coverage to reduce the building coverage to $700,000 and increase the book coverage by $150,000. **SECONDED** by Polly, **APPROVED** by all.

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

* **Strategic planning:** The first strategic planning session was on Thursday, October 6. Beth Houlton and Gene Underwood were in attendance for the Board and Elizabeth Varnai was present for the Friends. After giving the group a demographic breakdown of the library,

The top four responses were:

1. Create Young Readers: Early Literacy
2. Know Your Community: Community Resources and Services
3. Satisfy Curiosity: Lifelong Learning
4. Stimulate Imagination: Reading Viewing and Listening for Pleasure.

There was discussion around the table regarding the logic of selecting these priorities.

1. Create Young Readers: Lots of positive feedback from the group regarding our children’s services. The general feeling was that people were very satisfied with the choice of materials, program offerings and welcoming space.
2. Know Your Community:  It was suggested that one of the needs of the community that no one has been able to fill was that of a community planning calendar. This would not just be an event calendar for people to see what is going on in the community, but a planning tool that would effectively help area agencies plan their programs and fundraisers by not conflicting with another agency.
3. Satisfy Curiosity and Lifelong Learning and Stimulate Imagination: This is essentially the Non-Fiction and Fiction side of the library. The participants felt that it was important for the library to offer educational programs that not only have a traditional educational element (e.g.-historical lectures) but also programs that assist with life skills (e.g.- navigating Medicare, what is a podcast). The group also recognized that people like to be entertained, so it was also important to provide pleasure reading and programs (such as music concerts) that were strictly for personal enjoyment.

Three people whose feedback we were hoping for were unable to attend the meeting. (Helen Tai of Solebury Township, Steve Yanni from NHSD, and David Morgan from the chamber of commerce) Connie sent them an email with the service priorities and instructions and asked them to rank their top three. We can add an additional 2 votes to Create Young Readers and an additional one vote each for Know Your Community, Simulate Imagination and Satisfy Curiosity. Other priorities selected by these three were: Be an Informed Citizen, Information Fluency, Visit a Comfortable Place, and Learn to Read and Write. None of these last three had more than one vote.

The next steps in the process:

* + - 1. Board approval of the priorities.
      2. Library director develops goals and objectives (measurements for outcomes) and presents to board at November meeting.
      3. We need a one sentence mission and tag line.

Once the board approves the goals and objectives, the staff and director work on developing activities to meet the objectives. Chris will hopefully be joining us at the November Meeting.

**MOTION** by Ron to approve the three service priorities in Connie’s report (Create young readers, know your community, satisfy curiosity and lifelong learning and stimulate imagination). **SECONDED** by Carol, **APPROVED** by all.

* **Tree Removal**: Gloria Broeker from the Shade Tree commission came out to take a look at the tree over our neighbor’s driveway. She did not initially feel that it fell under their jurisdiction, but apparently there is still a debate about this. She said that it would probably be safe to go ahead and begin steps to remove the tree. However, since the tree has a caliper of 15 inches, we need to apply for a zoning permit. (Please see attached email from Jim Ennis in Dropbox as to what this would entail.)
* **Gutter/Leak** estimate from Eiseman. (On Dropbox)
* We will be honoring Paul and Carol Spencer as Volunteers of the Year with a reception on Wednesday, November 2 at 6pm.
* Programming: Upcoming programs include An Evening With Mary Shelley (October 25), Beth Allen DIY (November 3), and Determined Spirit: Amelia Earhart on November 15.

A. Strategic Planning Progress/Timeline

1. Approval of service priorities

B. Volunteer Appreciation Reception in November

**IV. BUILDING/PROPERTY**

A. Approval of Eiseman quote on gutter/masonry repair

**MOTION** by Beth to accept Eiseman’s proposal to make repairs to the building in the amount of $3,258 including woodpecker repair. **SECONDED** by Ron, **APPROVED** by all.

B. Approval to move forward with tree removal in front yard

**MOTION** by Ron to authorize Connie to go ahead with getting the tree removed and contacting the Borough to see about getting the permit fees waived. **SECONDED** by Gene, **APPROVED** by all.

**V. DEVELOPMENT**

A. Solebury Township Funding Increase

B. November Appeal Letter

C. Mardi Gras Event progress – Saturday, March 4

D. Read-A-Thon progress

**VI. MARKETING** – Gene Underwood

**VII. GOVERNANCE** – Susan Atkinson

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

The FOL are encouraging the community to purchase their book of poetry. It will only be for sale until November 1 and it will make a wonderful gift for all!

Respectfully submitted,

Polly Wood

Secretary