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

**Board of Trustees Meeting Minutes**

**Wednesday, November 18, 2015**

In attendance: Beth Houlton, Vice President; Ron Cronise, Treasurer; Polly Wood, secretary; Kay Reiss, Connie Hillman, Carol Taylor, Jerry Ruddle

Also in attendance: Pamm Kerr

**I. CALL TO BUSINESS** – Beth Houlton

a. Beth called the meeting to order at 5:27

b. **MOTION** by Polly to accept the October minutes. **SECONDED** by Ron, **APPROVED** by all.

**II. FINANCE REPORT**- Ron Cronise

2015 Fundraising Update through 31 October 2015

|  |  |  |  |
| --- | --- | --- | --- |
| **SOURCE** | **BUDGET** | **ACTUAL** | **NOTES** |
| Read-A-Thon | $10,000 | $10,808 | Total Budget for Board Events is $15,000 |
| Annual Fund | $33,333 | $25,745 | Includes add’l $2,000 from Paul Grand Event |
| **TOTAL** | **$43,333** | **$36,553** |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **BUDGET** | **ACTUAL** | **NOTES** |
| Cash Received | $220,585 | $204,457 | We’ve rec’d $16K less than budgeted |
| Cash Expended | $202,035 | $206,418 | We’ve spent $4K more than budgeted |
| **Net Cash** | **$18,550** | **-$1,961** |  |

* Through 31 October we have had a Y-T-D gain on our endowment investments of $13,828. Since changing to our present investment plan we have a gain of $42,291.
* Year-over-year the Library’s equity on the Balance Sheet increased by $271,005 to $1,575,455.
* On 31 October we were holding $321,549 in cash plus $46,897 in non-endowment investments. Of the cash, $262,124 is Capital Campaign contributions leaving $59,425 for future operating expenses. We decreased our operating cash in October by $16,193.
* A copy of a proposed 2016 Operating Budget has been distributed to all the Trustees. Ron is asking that we approve the budget at the December meeting.
* It now appears likely that our contractor will finish renovations ahead of schedule but he has agreed to abide by the payment schedule he previously submitted. That schedule shows payments being distributed rather evenly through April 2016. This is advantageous to our cash flow.
* We have also been advised that our grant funds will be available when requested despite the current budget impasse in Harrisburg.

**Action Items**

No action items at this time.

Change orders, other costs and contract credits

Ron handed out copies of the cash flow projection as well as additional expenses and other costs. (See sheets)

Fire alarm – We have a quote from Tyco for $11,000 and one from Holicong for $7,000. These are both commercial systems. Tyco’s is hardwired, and Holicong’s is wireless. Ron has researched and found another system online called SimpliSafe. It is a residential system (like our previous system) but it includes the same options as Holicong’s as well as several additional options. The SimpliSafe system would cost $850. Ron will meet with the borough to see if we can get a variance to use this system.

a. Discussion of Proposed Budget for 2016

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

* Circulation continues to improve as more and more of our patrons find us.

Programming:

* Weekly story time attendance is back up to its usual number of children and parents.
* The library did an outreach story time to Solebury United Methodist, reaching a total of 37 children.
* We represented the library at the Title 1 presentation to parents at the LES.
* There was a make-n-take craft time in the children’s department over Halloween week, which was very well received. There will be another for Thanksgiving.
* The library is now offering outreach programming to community non-profits as a different way of reaching the community. Connie has posted these program options on our website and will continue to promote them.
* Now that we are settled in, we are looking to conduct some programs on the premises.

State Budget:

* We receive word that this will not impact payments that are part of our Keystone grant.
* Things are still deadlocked in Harrisburg. BCFL is starting to look at ways to cut back should the impasse continue. Connie is not sure how this will impact us in the long run. At a meeting yesterday, Connie was told things would stay the same with BCFL. Nothing is changing at the immediate level.

Renovation:

Connie has been in contact with three firms to get quotes on running our data wires in the renovated space.

**IV. RENOVATION REPORT** – Carol Taylor

The steeple is leaking and there are watermarks on the ceiling and it needs to be repaired. Our contractor has a roofing person who can put up the scaffolding and make the repair for just under $12,000. This is better than our other estimate of $8,500 for scaffolding alone which would have to stay in place for 28 days. **MOTION** by Polly to authorize the building committee to approve the change order for spending up to $12,000 to repair the steeple and roof. **SECONDED** by Ron, **APPROVED** by all.

Connie spoke with a couple of different contractors about computer wiring, which is not included in the contractor’s specs. We decided to do that outside of the contract. Connie has received a quote of $7,243 from Opt 4, the computer company that BCLS uses. Connie got another quote from Global Link for $1,877. We are waiting for a quote from Thompson Wiring. **MOTION** by Beth to authorize the building committee to spend up to $2,500 in hiring a contractor to install wiring. **SECONDED** by Ron, **APPROVED** by all.

The sliding barn doors for the conference room will be ordered by the contractor at a savings of $900 to us. The contractor has requested a schematic drawing from the company prior to ordering.

The lift cost is approximately $15,000. This includes the limited warranty of two years and the paint chosen for the front.

Birdie Miller will construct the circulation desk out of weathered gray barn board and walnut. He is going to give us a quote for a built –in book cabinet to be located between the bathroom and the front door in the lobby. This would be used to store library books that come and go during the day from BCLS.

The window well at the front of the building to the left was deemed a hazard for patrons and could also cause water damage in the basement. It needed to be filled at a cost of $150.

The contractor has said he might be able to finish up by the end of December, which is earlier than expected but several things won’t be ready or have been ordered in time. The contractor is going to order the barn doors for the conference room. If possible, we would like to be able to move out by Feb. 15, which is when our lease at St. Martin’s is expiring.

Connie is going to order the shelving.

**V. GOVERNANCE** – Beth Houlton

a. Propose Slate of Officers for 2016

**MOTION** by Kay to propose the following slate of officers for the Board of Trustees for 2016 (final vote for approval of officers to be taken at December 2015 Board meeting): President – Beth Houlton; Vice President – Carol Taylor; Treasurer – Ron Cronise; and Secretary – Polly Wood. **SECONDED** by Jerry, **APPROVED** by all.

b. Propose New Board Member (starting January 2016)

**MOTION** by Kay to propose Susan Atkinson as a Board Trustee for a three-year term from January 2016 through December 2018 (final vote to approve this appointment to be taken at December 2015 Board meeting); **SECONDED** by Ron, **APPROVED** by all.

c. Signatures on Bylaws Amendment passed at October meeting

**VI. DEVELOPMENT REPORT** – Kay Reiss

a. Annual Fund Drive

Eric is tracking which donations come in via bulk mail versus first class mail.

Connie has set up a donation button on the website which is working well.

They are also looking at etapestry and how that can help us.

**VII. READ-A-THON UPDATE** – Beth Houlton

The Read-a Thon is January 13 – 27. We have $1,100 out of $2,000 needed to fund the start up costs. We are very close to the deadline for printing materials, (which is right after Thanksgiving), so we need to finalize sponsors if they want their name on the print materials. They have also decided not to participate in the pancake breakfast at Winterfest this year.

There will not be a day of service this year as has been done in the past. Instead, we will have community members help with the wall tile mural leading down to the children’s library.

**VIII. FRIENDS REPORT –** Charlie Huchet

“CELEBRATE AMERICANA” EVENT

The Celebrate Americana event, which took place on October 10th, was a resounding success, having exceeded the maximum allowable ticket sales and declared by all to have been “just plain fun.” It also far transcended the FOL’s financial goal, grossing nearly $7,000. A very hard working committee, chaired by Karl Varnais, planned a multifaceted event to include dining, dancing, a 50/50 chance, a silent auction, a raffle basket, and a cookie contest amongst area realtors.

NEW FINANCIAL CONTRIBUTION TO LIBRARY BOARD

Given the success of the Annual Book Sale, and now the Americana event, the Board of the Friends voted on October 28, 2015, to present a check for $5,000 to the Library Board toward completing the naming opportunity for the new wheel chair lift to be installed in the renovated library.

Further, this action included a clear statement of intent to underwrite the full amount the actual cost of the chair once the Library Board determines it in 2016.

FRIENDS FUNDRAISING GOAL FOR 2016

The Friends’ Board has voted to adopt a fund raising goal of $10,000 for 2016. The President of the Library Board has been advised of this action, to allow it to be included in the 2016 Library Budget. The allocation of these funds will be determined through later discussion between the Presidents of the Library and Friends’ Boards and the Library Director.

Meeting was adjourned at 7:15.

Respectfully submitted,

Polly Wood

Secretary

opeHope