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

**Board of Trustees Meeting Minutes**

**November 19, 2014**

**PRESENT:** Jacqui Griffith, President; Polly Wood, Secretary; Ellen Stiefel, Treasurer; Ron Cronise, John Blady, Kay Reiss, Carol Taylor, Connie Hillman, Jerry Ruddle

Also in attendance: Pamm Kerr, Carol Spencer, Linda Landis, Paul Spencer, Charlie Huchet

**I. Call to Business**- Jacqui Griffith

a. Call to Order and Attendance by Jacqui Griffith at 5:30

b. **MOTION** by Ron, **SECONDED** by Ellen to Accept Minutes of the October Meeting. **APPROVED** by all.

**II. Director’s Report**- Connie Hillman

Connie met with Robert Huxley and the Huxley’s have agreed to once again fund the summer reading program.

Most of the month has been spent advocating for the upcoming township budget meetings. However, there were some other things:

* With the steadfast and wonderful help of Marilyn Lanctot and Zita Fitzsimmons, Eric and Connie managed to complete the migration of our donor database from Access to e-Tapesty. A huge thank you to these two wonderful volunteers for their assistance. Connie, Marilyn and Zita have printed up the labels for the Fund Drive mailing and are working on e-Tapestry generated thank yous for the future.
* Connie has applied for a grant from the PA Council for the Humanities to fund a program called Teen Reading Lounge. It was described as “a book club on steroids.” We will know by December if we receive the grant. If so, it will be a great way to partner with some other area non-profits. The program would take place in the early spring of 2015.
* The library's yoga programs for children and seniors continue to be popular and well-attended. Other programs this month which enjoyed a good turnout included a Ghosthunter program, An Evening with Allied Spy Virginia Hall Goillot, Harp Lessons and crochet. The library has a good cross section of attendees----no two audiences are the same, so we are reaching a lot of people.
* BCFL has changed their computer and acceptable use policy. Connie has distributed this via Dropbox. Our biggest difference from BCFL is guest passes for computer usage. This is not a problem for us as people do not tend to “hog” the computer so we will not be following their policy in this part.

a. Discussion

**III. Finance Report**- Ellen Stiefel and Ron Cronise

**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 | $30,300 | Prior to Fall Fund Drive Mailing (includes all non-restricted gifts received during the year) |
| Friends | $12,000 | $12,000 |  |
| **TOTAL** | **$79,500** | **$61,100** |  |

**2014 Revenues**

* The donation from benefactor Jim Woolsey’s estate ($31,640) will be held in a Vanguard short-term bond fund, but not co-mingled with the Endowment funds.
  + Use of the money will be determined by the Board at a later date.
* Through October, the Library has received $58,300 from Solebury ($60,000 Budget) and $13,700 from New Hope ($14,000 Budget).
* The Library received $6,000 from the Friends group in October, bringing their 2014 contribution total to $12,000.
* Grand Evening – Financials of fundraising event:
  + $10,000 received from Paul Grand
  + $10,150 received from tickets/donations
  + $9,310 spent for party expenses (not yet final)
  + Net proceeds of event are over $10,000
  + Plus: proceeds from sale of large artwork - $4,500 minus expenses yet to be determined
  + Board will discuss use of this total money at a later date (likely not needed for 2014 operations)

**2014 Budget**

* Based on financials through October, the actual Budget at year-end is expected to be very close to the overall projected Budget for 2014.
  + This assumes the Library will collect $18,400 from the Fall Annual Fund Drive (the amount needed to break-even in the chart above, excluding Grand Event)
  + This also assumes the unbudgeted 2014 Database expenses (approx. $1885) will be funded with the unrestricted gift being used for the development consultant.

**2015 Draft Budget**

* The 2015 Proposed Budget was circulated to the Board via Dropbox.
* The Budget reflects the proposed 2015 Budget from Solebury Township which includes an additional $30,000 for the Library. This brings the annual total contribution from Solebury to $90,000 for 2015.
  + It is still unknown if New Hope Borough will increase their contribution to the Library.
* Expenses include:
  + Additional hours for a part-time employee (10 hours per week vs current 4 hours per week)
  + Additional programming for adults
  + 2 “headliner” programs with recognizable speakers
  + New technology, possibly including a 3D printer, “maker-space” technology, digital signage in the library, etc

**Action Items**

* Discuss proposed 2015 Library budget at November Board meeting.

Vote on Final 2015 Budget at December Board meeting

a. Revised Budget Proposal

**IV. President’s Report**- Jacqui Griffith

a. Update on Trustee Positions

We will have two openings as of January 2015 as both John Blady and Ellen Stieffel will be stepping off the board. These are ad hoc positions. Please let Jacqui know of any candidates.

b. Motion to Proceed with Building Renovations

**MOTION** by Jacqui to proceed with a much-needed and anticipated renovation of the Library’s current historic building at 93 West Ferry Street, New Hope, PA, with the expectation that: (1) the Board and any subcommittees of the Board convened for this purpose shall use their best efforts to keep the overall costs of said renovation to a reasonable level while remaining true to the goals set by the Board for the project; and (2) subsequent votes will be taken by the Board to approve specific major expenditures and necessary hiring and other larger decisions in connection with the renovation. **SECONDED** by Polly.

A discussion ensued regarding adding some clarification of our projected budget for the renovation in the motion, thus the motion was amended to reflect the modification.

**MOTION** by Ellen to proceed with a much-needed and anticipated renovation of the Library’s current historic building at 93 West Ferry Street, New Hope, PA, with the expectation that: (1) the Board and any subcommittees of the Board convened for this purpose shall use their best efforts to keep the overall costs of said renovation to a maximum of $400,000 while remaining true to the goals set by the Board for the project; and (2) subsequent votes will be taken by the Board to approve specific major expenditures and necessary hiring and other larger decisions in connection with the renovation. **SECONDED** by Jerry, **APPROVED** by all.

c. Ad Hoc Committee on Building Renovations

Carol, Polly and Jerry have offered to be on the subcommittee along with Connie. Jacqui, Kay and John will conduct a feasibility study and start meeting with potential donors and looking at fundraising for the project. Jacqui will be meeting with the Bridge Street foundation.

We can use e-tapestry to accept donations via credit card. Connie will look into how to set this up.

Jacqui discussed a January meeting for the board to do another planning session. Ron will check for available Saturdays at Thompson Memorial Church as a potential meeting site.

**V. Friends Report**- Charlie Huchet

The first Friends of the Library appreciation party was the other day with 35 people in attendance. Good food, company and ambiance.

There will be a jewelry event on November 22 from 5-8 and November 23 from 12 - 5. All profits from the Silpada sales will be donated to the library.

Another event is planned for Dec. 7 from 9-1 with Santa, pictures and pony rides.

On Jan. 11 rom 2-4 there will be a Downton Abby event at Holly Hedge.

The friends are working on a schedule of events for next year.

**VI. Development Report**- Kay Reiss

a. Presentation of Materials for the “Feasibility Study”

1. Case Statement and Naming Opportunities posted on Dropbox.

Kay is hoping to have this finished in December.

2. Board Fundraisers, 2015

The Read-a-thon kicks of Jan. 7 to the 21st. The Community Assoc. is one of the sponsors. There will be activities at the library on Martin Luther King Day. Pancake breakfast is Jan. 25. when winners will be announced.

**VII. Municipal Updates**- Carol Taylor and Polly Wood

The draft budget for New Hope will be available Dec. 5. Polly will send an email with an update at that point.

Solebury did indeed give an additional $30,000 to bring us up to $90,000 (.125 mill.). The article in the Herald had a few errors so we will be sending them a letter with corrections. Should there be a change with our state funding, this will not help us in the long run as we still do not meet the $12.50 per resident from the township that the state might require. The state makes it decision regarding its budget in June. We would have an idea of what impact this will have on us in September.

**VIII. New Business**

There was no new business.

Adjourned at 6:40

Respectfully submitted,

Polly Wood

Secretary