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

**Board of Trustees Meeting Minutes**

**Wednesday, December 16, 2015**

In attendance: Jacqui Griffith, President; Beth Houlton, Vice President; Ron Cronise, Treasurer; Polly Wood, Secretary, Connie Hillman, Jerry Ruddle, Kay Reiss,

Also in attendance: Susan Atkinson, Charlie Huchet

**I. CALL TO BUSINESS**- Jacqui Griffith

a. The meeting was called to order by Jacqui at 5:31.

b. **MOTION** by Polly to Accept the November Minutes. **SECONDED** by Ron, APPROVED by all.

**II. FINANCE REPORT**- Ron Cronise

**2015 Fundraising Update through 30 November 2015**

|  |  |  |  |
| --- | --- | --- | --- |
| **SOURCE** | **BUDGET** | **ACTUAL** | **NOTES** |
| Read-A-Thon | $10,000 | $10,808 | Total Budget for Board Events is $15,000 |
| Annual Fund | $33,333 | $33,124 | Includes add’l $2,000 from Paul Grand Event |
| **TOTAL** | **$43,333** | **$43,932** |  |

**Receipts/Expenditures through 30 November 2015 (excludes Capital Campaign activity)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **BUDGET** | **ACTUAL** | **NOTES** |
| Cash Received | $228,622 | $213,416 | We’ve rec’d $15K less than budgeted |
| Cash Expended | $221,072 | $223,659 | We’ve spent $2.5K more than budgeted |
| **Net Cash** | **$7,550** | **-$10,243** |  |

* Through 30 November we have had a Y-T-D gain on our endowment investments of $14,562. Since changing to our present investment plan we have a gain of $43,024.
* Year-over-year the Library’s equity on the Balance Sheet increased by $203,738 to $1,517,271.
* On 30 November we were holding $273,098 in cash plus $46,888 in non-endowment investments. Of the cash $220,079 is Capital Campaign contributions leaving $51,019 for future operating expenses. We decreased our operating cash in November by $8,406.
* A copy of a proposed 2016 Operating Budget has been distributed to all the Trustees.

**Action Items**

a. Motion to Accept 2016 proposed budget

**MOTION** by Beth to approve the 2016 proposed budget as presented by Ron. **SECONDED** by Polly, **APPROVED** by all.

b. Renovation Financial Report

Ron distributed copies of change orders, other costs and contract credits.

Ron discussed our fire alarm system. The borough has said we cannot use a residential system (which was what we had previously) and which we had found to be the least expensive. The next least expensive (which would meet code) is Holicong’s. We would still use the burglar alarm system from Simplisafe.

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

Connie attended the DLC meeting on December 10:

* A discussion was held on the state budget impasse and possible ramifications should an agreement not be reached by January.
* The county has been plagued by a series of DVD and Videogame thefts that have greatly impacted the collections of many of the larger libraries. (New Hope has not been victimized to date.) The problem is mostly with video games and as a result, the libraries have decided to limit circulation of video games to one per card (it had been a limit of 10). Doylestown and the branches are considering terminating a video game collection for a number of reasons.
* The branches have started a Lucky Day collection---7-day new, hot books that are not available for filling holds. It is essentially a browseable collection. Three years ago, browseable collections were eliminated from the county, due to the new procedure of filling holds, so it is odd that they are now being resurrected. Connie is looking into the feasibility of beginning such a collection here.

Connie attended the Southeastern Pennsylvania Library Association annual conference December 8.

* The training was on implementing a staff competency program, which is one of Connie’s goals for the new year.
* Glen Miller, Pennsylvania’s new state librarian, gave an update on the state budget. The governor and state senate have approved a budget, which would add 1.8% to the public library subsidy. It must be passed by the house, so please contact our reps and advocate.

Renovation:

* Global Link was in to do the data wiring last week. They ran into a problem getting around a steel I beam in the children’s ceiling. Connie is awaiting the final bill, but the additional work involved would add an extra $625 to the cost of the project. Connie had been authorized to approve up to $2500 for this project, so she approved the cost. They threw in the cost of the flat screen wiring for future use.
* Bill Anderson from Brodart will be coming tomorrow to do a final measurement for our shelving. The total for the cost of the shelving is $27,234, which is under our budget.
* Paul Spencer has agreed to make the stage for the children’s department.

Operations:

* Patricia attended the Youth Services District meeting.
* Eric attended the quarterly circulation committee meeting.
* Silvia Naperski will no longer be handling our magazine subscriptions. JoAnn Kern will be taking over that roll. We are finalizing cutting over the subscriptions to Connie’s library credit card and will be able to close out the old account soon. Thanks to Silvia for her work on this collection.
* Jacqui asked Connie to compile a state-of-the-library report for Solebury Township. Connie has placed it in Dropbox. It looks very impressive: in particular, our services and programs for teens and adults.

**IV. BUILDING RENOVATION UPDATE**- Jacqui on behalf of Carol

a. Motion to approve expenditures

**MOTION** by Polly to approve the cost of furnishing and installing R38 insulation in the stack room, director’s office and reading room for $3,076.00 and to approveprepping and painting the bookshelves in the children’s library at a cost of $2,565.00. Additionally, to approve the hiring of Holicong to install a fire alarm system at a cost of $6,500 and to approve spending $3,230 for the installation of Lucent lighting fixtures. **SECONDED** by Jacqui, **APPROVED** by all.

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

The FOL completed their commitment to the board for the chairlift. They sent an additional $2000 for the additional cost of the chair. They have learned the final cost is $15,500. The FOL considers their plan for next year for donations to the library to be a goal, not a promise as they are concerned they may not be able to raise all of the funds. They are currently looking at their fundraising events for next year.

**VI. DEVELOPMENT UPDATE**- Kay Reiss and Gene Underwood

a. Annual Fund Status

Seems to be going well. Kay thinks we will reach our goal for this year. They are focusing on future events and looking at etapestry and how best to make use of the system.

b. Read A Thon Update – Beth Houlton

Beth handed out the print materials for the Read A Thon. It will be held Jan 13 – 27. Everything is ready to go. The FOL is helping by contributing a number of the prizes. We had a last minute sponsor, which has helped us to cover our costs. The schools are on board and the teachers, librarians and students are all ready!

**VII. Governance**- Beth Houlton

a. Motion to Approve Terms

**MOTION** by Polly to renew the trustee terms for Beth Houlton and Reid McCarthy, making them Board Trustees for additional three-year terms from January 2016 through December 2018; **SECONDED** by Jacqui, **APPROVED** by all.

**MOTION** by Polly to replace Jacqui Griffith with Beth Houlton (Elizabeth Houlton) as an official signatory on the Library’s bank and other appropriate accounts including the safe deposit box effective January 1, 2016; **SECONDED** by Jacqui, **APPROVED** by all.

b. Motion to Approve Susan Atkinson, Incoming Board Member 2016

**MOTION** by Beth to appoint Susan Atkinson as a Board Trustee for a three-year term from January 2016 through December 2018; **SECONDED** by Jerry, **APPROVED** by all.

Beth thanked Jerry for all he has done for the board during his tenure. Jerry thanked everyone and said how much he has enjoyed his time on the board. Jacqui expressed her thanks as well.

c. Motion to Approve Officer Slate

**MOTION** by Jacqui to approve the following slate of officers for the Board of Trustees for 2016: President – Beth Houlton; Vice President – Carol Taylor; Treasurer – Ron Cronise; and Secretary – Polly Wood. **SECONDED** by Kay, **APPROVED** by all.

Our annual retreat will be Jan. 9 from 9 – 1 will be at Thompson Presbyterian Church.

The meeting was dismissed at 6:52.