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

**Board of Trustees Meeting Minutes**

**December 17, 2014**

In Attendance: Jacqui Griffith, President; Beth Houlton, Vice-President; Polly Wood, Secretary; Ron Cronise, Kay Reiss, Connie Hillman, Carol Taylor

Also in attendance: Pamm Kerr, Gene Underwood

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

a. Call to Order and Attendance by Jacqui Griffith at 5:40

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

**II. FINANCE REPORT**- Ron Cronise and Ellen Stiefel

**Monthly Fundraising Update**

|  |  |  |  |
| --- | --- | --- | --- |
| **SOURCE** | **GOAL** | **TO DATE** | **NOTES** |
| Board Fundraisers | $27,500 | $18,893 | $13,271 Read-A-Thon. $1,822 MUD.  $3,800 Ted Tally. |
| Annual Fund | $40,000 | $54,305 | Through 14 December |
| Friends | $12,000 | $12,000 |  |
| **TOTAL** | **$79,500** | **$85,198** |  |

**2014 Revenues**

* The bequest from the Jim Woolsey estate ($31,640) is being held in a Vanguard short-term bond fund, but not co-mingled with the Endowment funds. Use of this money will be determined by the Board at a later date.
* Through November, the Library has received $61,391 from Solebury ($60,000 Budget) and $14,249 from New Hope ($14,000 Budget).
* Net proceeds from the Grand Evening now total in excess of $14,600 with a few final expenses still coming in. The money is being held in the Memorial Account. Board will discuss use of this money at a later date.
* An expected $10,000 grant (for 2015) has been received and is being held in the Memorial Fund

**2014 Budget**

* Based on current financials the Budget at year-end is expected to show a surplus. This is the first time this has happened in anyone’s memory.

**2015 Draft Budget**

* The final version of the 2015 Proposed Budget was circulated to the Board via Dropbox.
* The Budget reflects an increase in funding of $30,000 from Solebury Township as well as an increase of funding of $18,644 from New Hope Borough. This brings the annual contribution from Solebury to $90,000 and from New Hope to $32,644 beginning in 2015.
* Other changes include:
  + The Board fund raising goal has been reduced to $15,000.
  + Hours for a part-time employee have been increased from 4 hours per week to 10 hours per week.
  + A reserve fund for future property maintenance expenses will be established funded with $3,000 in 2015.

a. **MOTION** by Polly to Pass the 2015 Budget. **SECONDED** by Jacqui, **APPROVED** by all.

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

* Our application for the use of state aid will be submitted by Wednesday, December 17. We need to reflect an increase in our local funding from January 1-June 30, 2015 and Connie is waiting for Tuesday evening’s budget finalizations to make sure our numbers are accurate.
* IT came last week from Doylestown and upgraded the library's wireless. It should now be powerful enough to access easily from any point in the library we should now be able to get wireless statistics.
* Patricia and Connie attended a workshop on using iPads as part of library programming.
* Connie met with Rob Huxley to review the 2014 summer reading program. While he understands we do not as yet have programs in place for the 2015 program, he has graciously offered again to underwrite the program.
* This year, we have added two new museum passes to our lineup. Passes for Grounds For Sculpture and the Elmwood Park Zoo are available as of now. We have renewed passes for the Children’s Museum, the Academy of Natural Science and the Morris Arboretum.
* A big thank you to Elinor Raike, Tiffany Hartzell, Jasmine Bailey and Jeanne Todor and all of our other volunteers who helped staple the Read-a-Thon logs and envelopes.
* Connie attended a FOL meeting and discussed the cost of some adult programs that she needs funding for. Because of a cash flow timing issue, she is hoping the board can front funding for the programs that the FOL will then ultimately pay for.

a. Discussion

**IV. PRESIDENT’S REPORT**- Jacqui Griffith

a. **Trustee Term Renewals** – Board approved renewal of three-year trustee terms for Carol Taylor and Jacqui Griffith.

**MOTION** by Polly to approve Jacqui Griffith as a Trustee for a new three-year term to run from January 1, 2015 to December 31, 2017, **SECONDED** by Ron, **APPROVED** by all.

**MOTION** by Beth to approve Carol Taylor as a Trustee for a new three-year term to run from January 1, 2015 to December 31, 2017, **SECONDED** by John, **APPROVED** by all.

b. **Officers for 2015** – Board approved a new slate of officers for 2015.

**MOTION** by Jacqui to approve the following slate of officers for the Board of Trustees for 2015: President – Jacqui Griffith, Vice President – Beth Houlton, Treasurer – Ron Cronise and secretary – Polly Wood, **SECONDED** by Ron, **APPROVED** by all.

c. **Bank Signatures** – Board approved Ron Cronise as a new signer for bank account and safe deposit box to replace outgoing board member Ellen Stiefel.

**MOTION** by Beth to approve Ron Cronise as a new signer for all accounts, and **MOTION** to removed Ellen Stiefel as a signer of any accounts, effective retroactively to December 12, 2014. Jacqui Griffith remains an authorized signer on all accounts. **SECONDED** by Carol, **APPROVED** by all.

d. **New Board Members** – Board approved appointment of two new members to the Board of Trustees.

**MOTION** by Beth to appoint Gene Underwood to a new three-year term as Trustee on the Board of the Free Library of New Hope and Solebury, to run from January 1, 2015 to December 31, 2017, S**ECONDED** by Kay, **APPROVED** by all.

**MOTION** by Beth to appoint Reid McCarthy to complete the remaining year of the three-year term vacated by Ellen Stiefel on the Board of the Free Library of New Hope and Solebury, to run from January 1, 2015 to December 31, 2015, **SECONDED** by Kay, **APPROVED** by all.

e. Discussion of Strategic Planning Meeting, which will be held on January 17, 2015 from 9:00 to 1:00 at Thompson Memorial Church.

**V. FRIENDS REPORT**

RETURN TO DOWNTON ABBY

The FOL are sponsoring a special visit to Downton Abby on January 11, 2015, at the Holly Hedge Estate for an afternoon tea from 2-4pm. This is the Friends’ first fund- raising event of 2015, where a Dowager Duchess (played by Lady Alisa Dupuy) will entertain us in the celebration of the show’s new season.  Forty fortunate guests will be treated to scones, savory tea sandwiches and tea. Dominique Daniela will display some costume pieces. Dressing in period costume is encouraged but optional.  Great hats will be appreciated. Cryers (Hardware) Antiques and Collectibles and Ginnie Burke collections in New Hope are offering attendees period or 1920’s costumes and accessories on discount.

Seating is limited and will be sold for $35.00 each on a first- come, first-serve basis.  The Board will receive official notice of the event soon.

MEMBERSHIP DRIVE

The Friends are preparing to launch the 2015 Membership Drive in January, calling for new members and membership renewals from 2014.  This will probably start at the 2015 Annual Meeting of the Friends in late January. The date will be announced soon.  Library Board members will be invited to attend and, of course, invited to renew their affiliation with the Friends for next year.

2015 FOL FUNDRAISING PROGRAM

The 2015 program is still under development as we finalize our major events throughout the year’s calendar.  Once these have been established, supplemental programs, e.g. Downton Abbey, will be interspersed in appropriate alternate months.

There will be another duel jewel event during the winter festival parade along the parade route.

**VI. BUILDING RENOVATION UPDATE**- Carol Taylor

a. Discussion

Carol will be the primary contact person from the board working with architects and builders (along with Connie). They have asked the architects for a better rendering of the project for the public to see.

**VII. DEVELOPMENT REPORT**- Kay Reiss

a. Preliminary Report on Feasibility Study

Kay, Jacqui, Beth, Carol and John have been meeting with Kathy Beveridge and several people to discuss the library’s renovation project. People are enthusiastic about the project and have said we need a major marketing campaign. Many have offered suggestions. Kathy is compiling notes and will get them to the board. They have not been asking for money but for comments/feedback.

b. Read-A-Thon Update- Beth Houlton

There are posters in Connie’s office. Beth has asked board members to help hang the posters up around town in various businesses to spread the word about the event.

Beth is hoping that we can get more adults involved in the event and not just have it as just a children’s focused event. She would appreciate help with getting adults to participate. Gene made some suggestions as to how we can spread the word more effectively. Jan. 25 is the pancake breakfast at the high school cafeteria (during winter festival). The Delaware Valley Siberian husky rescue team will be coming and there will be a Siberian husky theme for the library area when the winners for the Read-a-thon will be announced.

**VIII. MUNICIPAL UPDATES**- Polly Wood and Carol Taylor

Budgets passed at both meetings with the increases for the library.

Jacqui has been talking with New Hope Arts for a big fundraiser in June.

Meeting dismissed at 7:05.

Respectfully submitted,

Polly Wood

Secretary