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

**Board of Trustees Meeting Minutes**

**December 18, 2013**

**PRESENT**: Jacqui Griffith, President; Susan Atkinson, Vice President; Ellen Stiefel, Treasurer; Beth Houlton, Secretary; Laurie Brick; Kathy Meier; Bill Behre; Carol Taylor; John Blady; Connie Hillman; Polly Wood; Charlie Huchet; JaQuinley Kerr; Doro Kerr; Pamm Kerr; Laura Shaw; Felix Isupov; Elizabeth Varnai; Karl Varnan; Neil Gallagher.

I. **CALL TO BUSINESS**. Jacqui at 5:37pm.

II. **APPPROVAL OF PREVIOUS MEETING MINUTES**. Proposed amendment to November 20, 2013, Draft Minutes to amend the municipal report to read as follows: “Solebury Township Representative Trustee Laurie Brick attended the November 7, 2013, Solebury Township Meeting with Carol and Connie, during which Connie gave our annual library presentation.  Laurie introduced Carol as the incoming Solebury Representative. Paul Cosden asked many detailed questions regarding plans for a new library.” MOTION by Bill to approve the amended minutes from November 20, 2013, meeting, SECONDED by Jacqui, APPROVED by all.

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

 A. **MISCELLANEOUS ISSUES**

* Museum passes are here and available for circulation.
* Kindles are linked and available for circulation.
* Our library was awarded an AWE Early Literacy tablet from the state. This is a tablet version of the children’s computer and a $2,300 value.

B. **DISTRICT/STATE INFORMATION**

* There has been some discussion about dissolving the system member libraries. While we would continue to retain services under our consortia and district agreements, our statistics would no longer be averaged in with other libraries. While we would still meet the criteria for state aid, we might not be able to receive the maximum amount of state aid as we have been. Nothing has been finalized and a lot depends on what criteria the new state librarian intends to employ, so the whole discussion is a bit premature. However, Connie thinks it is in our best interest to set ourselves up in the best possible position in the event this all comes to pass, which means working on getting our municipalities to increase our funding.

C. **STAFFING.** The front desk staffing seems to be working well. We are two months into the changeover.

* + For the last two months overall circulation has been up between 500-600 items a month, not including e-books.
	+ Prior to the change, the staff spent approximately 30-35 hours a week on volunteer issues: scheduling, correcting mistakes, assisting them with basic circulation procedures. Since the changeover, we are now spending between 2-4 hours a week on volunteers.
	+ No patron complaints (except for the lady who said that one of the volunteers brought in better candy).

D. **PHONE**. Connie got two quotes. The first from Line Systems, Inc., which several libraries use - including taxes and surcharges, our monthly bill would be approximately $130 a month. She also got a quote from Comcast which did NOT include taxes and surcharges for approximately $74 a month. Please let her know about any questions soon since both salespeople are getting back to her following the board meeting. Connie will make a decision to change the phone provider as needed to equal or reduce the current bill.

 E. **GIVING TUESDAY**. Between checks and credit card donations, we received about $420 in Giving Tuesday donations.

 F. **POLICIES FROM DOYLESTOWN.** Connie commented on the reciprocal nature of policies with Doylestown, noting that we could adopt the same policy for limiting guest passes for computers if we wanted to given the tourist nature of our town; their board will vote soon on this issue.

IV. **TREASURER'S REPORT**. Ellen Stiefel. (financial reports distributed)

 A. **2013 FINANCIALS**

* Annual Fund Drive – $14,280 was collected in November.
	+ This included a $1000 donation and a $1500 donation.
	+ The year-to-date Fund Drive total (through November) is $36,650 (gross).
	+ Year-to-date Fund Drive expenses are about $4,100.
	+ According to Marilyn Lanctot, we have received 330 donations in 2013 through December 9th; this likely represents less than 330 donors since some people donate for both fund drives.
* Giving Tuesday – The Library collected $370 from 7 people via PayPal on December 3, 2013. This will be included with the Annual Fund.
* 2013 Operational Shortfall – Estimated to be approximately $25,000 at year-end (cash shortfall will be determined after year-end)
	+ Options for source of funds:
		- $5,000 from second Atkinson Foundation donation ($15,000 of original $20,000 was already used to cover 2012 shortfall)
		- $21,426.09 proceeds from stock sale earlier in the year could be used to plug financial hole still remaining from 2013
		- There is approximately $9,400 currently held for building painting; possibly painting will cost less (this includes the flood insurance money)
		- Withdrawal from Endowment
		- Other ideas?
	+ Current Cash Flow - As of the end of November, there is approximately $16,000 of cash in the operating accounts. The Library will receive some additional revenue from the Fund Drive in December, but there may not be enough cash to cover all expenses until the state money arrives in late January.
	+ December Board Meeting - The Board is being asked to determine the source for a portion of this shortfall - $5,000 to be transferred to operations in January, only if needed.
	+ January Board Meeting - The Treasurer will provide a more precise shortfall amount, and the Board will be asked to determine the source of funds for the full shortfall amount and approve the transfer of funds to operations.
* After Board discussion, MOTION by Ellen to approve a transfer of funds in the amount of $5,000 from the Memorial Account to the Savings Account, and a transfer of funds from the Vanguard Money Market Account to the Savings Account in an amount up to but not to exceed the proceeds from stock sales (approximately $21,000, not to exceed $22,000), as needed. SECONDED by Susan, APPROVED by all.
* New signer on accounts. Board further discussed changing the second signature on bank accounts from Kathy to Jacqui going forward since Kathy is leaving the Board. MOTION by Ellen to approve Jacqui (in addition to Ellen, who is already a signer) as a new signer for all accounts (bank account, Vanguard account and safe deposit box), SECONDED by Beth, APPROVED by all.

B. **2014 BUDGET.** The Revised Draft Budget will be presented at the January Board meeting, incorporating any possible financial commitment from the Friends group. Current health insurance coverage will be terminated February 28, 2014, which is the end of the Library’s annual contract with Aetna. For informational purposes only – Aetna will not be renewing the current plan because it does not comply with the ACA.

C. **GOVERNMENT FUNDING**

* Per capita funding (for informational purposes):

|  |  |  |  |
| --- | --- | --- | --- |
| **Municipality** | **Approx. Funding** | **2010 Census** | **Per Capita** |
| Solebury Township | $60,000 | 8,692 | $6.90 |
| New Hope Borough | $14,000 | 2,528 | $5.54 |
|  Sol/NH Combined | $74,000 | 11,220 | $6.60 |
| Pennsylvania | $29,000 | 11,220 | $2.58 |

V. **PRESIDENT’S REPORT.** Jacqui Griffith.

 A. **TRUSTEE TERM DISCUSSION AND VOTE ON POLLY WOOD FOR TRUSTEE**. Polly was introduced. Kay Reiss, another new Board member, could not attend tonight’s meeting. Polly and Kay will replace outgoing Board members Kathy and Laurie. Also, Bill has agreed to take a new job and will stay on the Board through February. Susan will also stay on for a couple more months until we find her replacement. As a result of the upcoming departure of Susan and Bill, two more Trustee positions will be available, and one must be from New Hope (Polly can take the other New Hope position).

MOTION by Bill to approve Polly Wood and Kay Reiss as new board members for three-year terms starting January 1, 2014, and to continue the current slate of officers until January 31, 2014, SECONDED by Susan, APPROVED by all.

 B. **PLAN FOR EXECUTIVE JANUARY 4TH MEETING WITH STRETEGIC PLANNING CONSULTANT KATHY BEVERIDGE.** Jacqui, Carol and Beth met with Kathy recently and she will lead the strategic planning session for the Board on January 4th, and to help us in the future with a three-year plan. Location will be Solebury Friends Meeting House (back education building) on Sugan Road, from 9am-1pm.

VI. **COMMITTEE REPORTS.**

 A. **GOVERNANCE.** Susan Atkinson.

 1. Whistleblower Policy. After brief discussion, MOTION by Susan to approve Whistleblower Policy MNG 24 as distributed by Susan prior to meeting, SECONDED by Bill, APPROVED by all.

 2. Record Retention Policy. Motion to approve Record Retention Policy as distributed prior to meeting by Susan will be delayed until Susan gets feedback from Kate our auditor. Board discussed the realities of providing documents to requesters and related issues.

 B. **PLANNING AND DEVELOPMENT COMMITTEE.** Bill Behre, Carol Taylor. Carol will go through the draft strategic plan with consultant Kathy and we will discuss it as a Board in the planning session on January 4th.

 C. **FUNDRAISING UPDATE.**

 1. Read-a-Thon Update – Beth/Ellen.

Costs are about in line with (slightly over) what was anticipated - $2200 (printing $1200, prizes/other $1000). Sponsorships secured (4 at $500 each = $2000 to cover costs).

Print materials have been delivered; Beth passed around samples. Volunteers will help put them together for distribution to schools and community members who want to participate.

Schools all committed to supporting event, including Solebury School and at least one preschool. Community outreach to other organizations has been limited, but we will send out e-blast through library list for publicity, as well as Herald article/ad/community calendar.

Prize structure has been established and prizes have been mostly ordered and secured.

Connie is working on the day of service at the Library on MLK, Jr. Day. She asked everyone to come help and participate if they can. She is trying to get high schoolers involved in helping as well. Children’s book drive will occur the same day, and books will be donated to Philadelphia school libraries. Books donated to the LES Cradles to Crayons event will be given to our book drive as well.

Carol is leading the effort to coordinate the Library’s presence at the Winterfest pancake breakfast, which she intends to be interactive. Attend this event if you can; Read-a-thon prize winners will be announced at 9:30am, but the event runs from 8:00-11:30am. The Friends group may have a table there to publicize their efforts.

 2. Author Luncheon. Carol announced that Ellen Stimson, who wrote *Mud Season,* will lead an author luncheon in January or February 2014 at Barley Sheaf Inn.

 D. **BUILDING COMMITTEE**. Concern has been expressed about the health and safety of the ash tree in the back of the Library, which is over 100 years old. After assessment, the tree is dying from ash borers disease, and it will be a huge but necessary effort to take it down (shut down power in area, road closures, etc.). Costs to take tree down in the next couple months are around $3,250 (Monster Tree Co.). John will coordinate with Monster Tree Co. and make sure situation is handled properly. Charlie Huchet suggested contacting New Hope borough council to see who they use for tree removal because they are reasonable. John will get further information and let us know details at January meeting, when we’ll vote on how to pay for it.

VII. **FRIENDS REPORT.** Charlie Huchet. Organizationally, an interim board and membership committee has been formed for the Friends group. A reorganization meeting will be held in January to elect officers for the group. They decided the only way to raise money in the short term was through membership in the Friends group, so they are promoting that now. A brainstorming session has been held on short-term and major fundraising events (hopefully 12 month plans). An e-blast will be sent soon to patrons about efforts. There is currently a raffle at the front desk of the Library with a basket donated by Olive-n-Grape in New Hope. Jacqui recommended that the Friends group give to the Board by January 10th a rough estimate in outline form of how much revenue these different proposed events will generate so that the Board can use that information in voting on the 2014 budget at January Board meeting. Friends meeting will be held at the Library at 4pm on December 19th and all are invited to attend and give creative ideas for fundraising.

VIII. **MUNICIPAL NEWS.** -NONE

IX. **POLICY ISSUES.** - NONE

X. **OLD BUSINESS.** – NONE

XI. **NEW BUSINESS**. – NONE

XII. **PUBLIC COMMENT/CONCERNS.** - NONE

XIII. **MOTION TO ADJOURN**: MOVED by Jacqui at 7:03pm, SECONDED by Beth and APPROVED by all.

The next meeting of the Board of Trustees will be held on January 15, 2013, at 5:30pm.

Respectfully Submitted,

Beth Houlton

Secretary