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

**Board of Trustees Meeting Minutes**

**Wednesday, February 17, 2016**

In attendance: Beth Houlton, President; Polly Wood, Secretary; Susan Atkinson, Gene Underwood, Reid McCarthy, Kay Reiss

Also in attendance: Charlie Huchet, Pamm Kerr

**I. CALL TO ORDER** – Beth Houlton

 A. The meeting was called to order by Beth at 5:35.

 B. **MOTION** by Gene to accept the January minutes. **SECONDED** by Kay, **APPROVED** by all.

**II. FINANCE REPORT** – (Ron Cronise)

**2015 Fundraising Update through 31 January 2016**

|  |  |  |  |
| --- | --- | --- | --- |
| **SOURCE** | **BUDGET** | **ACTUAL** | **NOTES** |
| Read-A-Thon | $13,000 | $0 | Results Available Next Month |
| Annual Fund | $500 | $4,300 |  |
| **TOTAL** | **$13,500** | **$4,300** |  |

Receipts/Expenditures through 31 January 2016 (excludes Capital Campaign activity)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **BUDGET** | **ACTUAL** | **NOTES** |
| Cash Received | $15,134 | $5,135 | We’ve rec’d $10K less than budgeted |
| Cash Expended | $20,851 | $19,055 | We’ve spent $1.5K less than budgeted |
| **Net Cash** |  **-$5,717** | **-$13,920** |  |

* Through 31 January we have had a Y-T-D loss on our endowment investments of $45,008. Since changing to our present investment plan we have a loss of $13,099.
* Year-over-year the Library’s equity on the Balance Sheet increased by $51,527 to $1,394,323.
* On 31 January we were holding $188,453 in cash plus $46,873 in non-endowment investments. Of the cash $135,897 is Capital Campaign contributions leaving $52,557 for future operating expenses. We decreased our operating cash in January by $14,636.

Beth wanted to clarify that we net around $10,000 for the Read-A-Thon not $13,000. Charlie asked for a list of businesses that contributed to the Read-A-Thon so the Friends do not overlap when seeking contributions.

Reid spoke about the renovation financials. He will go over with Ron a few questions he has.

**III. DIRECTOR’S REPORT** – (Connie Hillman)

* The annual report is due to Chris Snyder by March 1. Connie is waiting for the final Profit and Loss statement from our accountant to finish and submit the report.
* Connie attended a meeting of the community public libraries on February 4.
* Connie also attended the district meeting on February 11. One of the items discussed was the email that went out from BCFL shortly before the New Year soliciting funding from two of our board members. It turns out that the emailing list had been purchased, the names and emails selected based on a certain criteria, which they would not specify. The county will continue to purchase mailing lists (email or snail mail) as it sees fit. Connie proposes that the district draft guidelines for such mailings so that we are not intruding on each other’s donors. Librarians from Southampton, Feasterville and Warminster will work on this with Connie.
* Librarians from Warminster and Feasterville along with Chris Snyder and Connie met following the meeting to discuss the district budget breakdown for the 2016-2017 year.

Move:

* Connie has arranged for 2 Men and a Truck to move us back to Ferry Street March 8 and 9.
* Comcast has been contacted to move the phones and Internet.
* IT will be coming to set up the computers Friday, March 11.
* Cleaning service has been suspended and will resume the week of March 21 at Ferry Street.
* Trash service will resume on Ferry Street the week of March 21.
* Connie has obtained permission to close the library the week of March 7-12 from the state.
* The county will close us in the catalog and hold on to all deliveries the week of the move.
* We have several volunteers to help with unpacking on Ferry Street.
* We need to get rid of the shelving and repair the walls before completely vacating St. Martin’s. Connie has offered our shelving to Fisherman’s Mark and Farley’s but there are no takers. We have a few other people who have expressed interest in a few of the shelves. If anyone knows of anyone who might be interested in the shelves or some of the furniture, please let me know.
* We are weeding the collection. Connie has been running discarded books to the Better World Book drop in Warrington.
* Notices have been sent out via list serve, newspaper, email blasts, Facebook and on both the NHS and BCFL websites.

Additional items:

* Connie has taken over renewing the magazine and newspaper subscriptions. She is hoping that shortly we will be able to close the old credit card account down.
* Susan Branch----98 tickets have been sold. E-tapestry cannot cap online ticket sales, so we are keeping a close eye on the sales as we get closer to our limit of 125.

**IV. BUILDING RENOVATION UPDATE**

The scaffolding came down today. Carpeting is going down soon. The circulation desk should be going in around the beginning of March. Bookshelves are coming and should be in on time. The flooring is in; drainage is done, as is the painting. The children’s garden should be coming together in April. There is a little delay in some of the furniture that has been ordered. Some tables and chairs might not be in by our opening. If needed, we will rent a table and some chairs until they come in.

**V. DEVELOPMENT UPDATE** – Kay Reiss

 A. Read-A-Thon – Beth

Results are similar to last year. We have net revenue of $10,012. Beth and Ellen would like to think of a new way to get sponsorship next year, as it has been difficult the past two years. This is a wonderful outreach for the library as it encourages the community, in particular the kids, to read. While we have not had a lot of participants in the middle and high school, it has been very successful in the elementary schools. Gene suggested that businesses might be more willing to contribute if they are sponsoring a kid or number or kids.

 B. Susan Branch event (May) – Polly

Sales are going well. We have sold 98 tickets so far. The Friends will be helping on the day of the event.

 C. August event – Gene/Kay

On August 28 there will be an event at Horticulus Farm in Wrightstown. It will be a book signing with a Caribbean theme. There will be food and drinks. A save the date will go out in April.

**VI. MARKETING** – Gene Underwood

 A. Library Reopening Communications

Gene has a brochure that will be at the desk and given to people when they tour around. It will have a wish list of the things we still need. There will be a banner on the front of the library. An email invitation will go out inviting people to come on a tour with Connie to learn more about the library. New Hope Council and Solebury Supervisors will be invited to come at a specific time. Gene had a meeting with David Morgan and Jeffrey Meyer from the Greater Lambertville - New Hope Chamber of Commerce. He has suggested that our conference room would make a great meeting place for some of their smaller committee meetings and they discussed ways that the library might be of service to other organizations and vice versa. They have asked for the library to put together small informational pieces of events or things we are doing that they will put in their online newsletter. They have suggested we join (at a non-profit cost of $100).

 **MOTION** by Reid for the Free Library of New Hope Solebury to join the Greater Lambertville - New Hope Chamber of Commerce at a yearly rate of $100. **SECONDED** by Gene, **APPROVED** by all.

**VII. GOVERNANCE** – Susan Atkinson (Susan distributed via Dropbox)

 A. Meeting Room Policy

The governance committee met and fine-tuned a meeting room policy. Connie added some suggestions when Susan met with her separately. Susan incorporated her suggestions into the policy. We discussed whether there should be additional insurance taken out by individual groups using the meeting room. We feel this would discourage people from using the room and as people are in the library all the time, our insurance would cover this. We will have a small charge, which would help to offset cleaning costs. (Insert motion from Susan) **MOTION** by Susan to replace the current ManagementPolicy 13 "Library Use for Meetings" with the revised Management Policy 13 "LibraryUse for Meetings". **SECONDED** by Reid, **APPROVED** by all.

**VIII. FRIENDS’ REPORT** – Charlie Huchet

No report at this time

Meeting was adjourned at 6:53.

The Board of Trustees held an Executive Session following the regular meeting to discuss personnel issues.

Respectfully submitted,

Polly Wood

Secretary