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

**Board of Trustees Meeting Minutes**

**February 18, 2015**

In Attendance: Jacqui Griffith, President; Beth Houlton, Vice President; Ron Cronise, Treasurer; Polly Wood, Secretary; Reid McCarthy, Gene Underwood, Connie Hillman, Jerry Ruddle.

Also in Attendance: Pamm Kerr, Charlie Hutchet, Linda Landis, Lawrence Booth

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

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

b. **MOTION** by Ron to Accept January Minutes. **SECONDED** by Beth , **APPROVED** by all.

**II. FINANCE REPORT**- Ron Cronise

**2014 Fundraising Update**

|  |  |  |  |
| --- | --- | --- | --- |
| **SOURCE** | **BUDGET** | **ACTUAL** | **NOTES** |
| Read-A-Thon | $8,500 | $6,549 | Net after expenses, more coming |
| Annual Fund | $3,333 | $1,595 | Year to date |
| **TOTAL** | **$11,833** | **$8,144** |  |

**Revenues through 31 January 2015**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **BUDGET** | **ACTUAL** | **NOTES** |
| Cash Received | $45,835 | $41,647 | Primarily State Funding, see notes below |
| Cash Expended | $19,248 | $19,037 |  |
| **Net Cash** | **$26,590** | **$22,610** |  |

* We received 100% of our expected $28,715 funding from PA.
* New Hope Borough has told us not to expect appreciable cash until May or June. Solebury has said most of our funding will come in July.
* In January we had a loss on our investments of $7,927
* We are holding $107,952 in cash plus $31,990 in non-endowment investments
* Year-over-year the Library’s equity on the Balance Sheet increased by $91,402 to $1,341,916

**2015 Budget**

* At tonight’s meeting the Treasurer is presenting two documents for discussion and, hopefully, approval. The first is a summary of the funds held in our “Memorial” account as of 31 December 2014 along with recommendations as to how those funds should be distributed.
* The second is a revised budget for 2015 that includes items that were previously “off budget”.

**Action Item**

* MOTION #1: That funds held in the “Memorial” account be distributed as recommended. **MOTION** by Ron, **SECONDED** by Jacqui. **APPROVED** by all.
* MOTION #2: That the revised budget for 2015 be approved. **MOTION** made by Ron, **SECONDED** by Jerry, **APPROVED** by all.

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

\* The Teen Reading Lounge will begin on March 6th at 3:00 pm. The first book in the program will be James Dashner's *The Maze Runner*. Patricia and Connie will be addressing the Middle School parent/teacher forum to encourage participation. (Follow up: the meeting went well. The principal is very enthusiastic about the program and wants to come too!)

\* Annual report is due to Center County by March 1. Ron will be going over the financial information and then we should be good to send.

\* The Keystone grant agreement has been received by New Hope Borough. Polly will be setting up a meeting with John Burke to discuss the next steps.

\* Connie met with artist Jennifer Cole and designer Denise Pieretti regarding the rendering of the children's department.

We have a donor who will be funding a 3-D printer and the friends will be funding software.

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

a. Presentation of Capital Campaign Materials. - Gene Underwood

Gene showed the packets he has put together for our capital campaign which shows architectural renderings of the renovation, the gift giving pyramid pledge cards and other pertinent material.

b. Motion to Accept Campaign Materials, including Naming Opportunities, and Gift Pyramid.

**MOTION** by Polly, **SECONDED** by Ron, **APPROVED** by all.

c. Update on Donor Lists from Board.

Kathy will need the rest of the names of potential donors by tomorrow morning.

**V. BUILDING RENOVATIONS**-

a. Q &A on Drawings.

Discussion ensued regarding the timing of getting the actual blue prints in hand as soon as possible so we have them as soon as we start the bidding process.

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

**VII. FUNDRAISING UPDATE**- Beth Houlton

* This year’s Read-A-Thon attracted **314 readers** and **raised $11,000** (net ) for the Library.
* Participation and total minutes read increased significantly compared to last year. However, the percentage of participants who donated money, as well as the average donation amount, decreased this year.
* Adjusting for a single large donation for the inaugural Read-A-Thon, this year’s event raised approximately the same amount of money as last year.
* Participation increased by over 40%, which represents almost 100 more readers. Increases were driven by elementary students.
  + LES participation increased by over 50% to 157 students (over half of the LES population).
  + UES participation increased significantly – by over 125% to 140 students.
  + Middle School participation dropped by about 25 students to a small number.
  + Preschool, High School and Adult participation remained very low.
* Total minutes read more than doubled to over 250,000 minutes!
  + The average minutes read increased significantly for UES students.
* Over 65% of participants made donations, compared with over 80% last year.
  + The percentage of LES participants who donated money was just under 75%, representing almost a 10 percentage point decrease.
  + The percentage of UES participants who donated money was only 55%, representing about a 30 percentage point decrease.

The average donation amount decreased by about $10 to under $50.

**VIII. GOVERNANCE**-Beth Houlton

Meeting adjourned at 6:35.