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

**Board of Trustees Meeting Minutes**

**February 20, 2013**

**PRESENT**: Jacqui Griffith, President; Susan Atkinson, Vice President; Ellen Stiefel, Treasurer; Beth Houlton, Secretary; Laurie Brick; Bill Behre; John Blady; Kathy Meier; Carol Taylor; Connie Hillman, Director; Linda Landis, Bookkeeper; Lawrence Booth.

I. **CALL TO BUSINESS**. Jacqui at 5:31pm.

II. **APPPROVAL OF PREVIOUS MEETING MINUTES**. Laurie asked for a revision to last month’s minutes as follows: (1) Under "Municipalities," she also attended the New Hope Borough meeting; and (2) the addition of the word “chairs” after “2 leather” in the Treasurer’s report. MOTION by Laurie to approve revised minutes, SECONDED by Susan and APPROVED by all.

III. **FRIENDS REPORT and STATUS OF FINANCIAL CONTRIBUTION FOR 2012**. Lady Haight-Ashton was not present at the Board meeting, but submitted a written report which included the following information:

 A. Lady, Sarita Karve and Ruth McMonigle will attend BCFL Board/CPL Board Countywide Friends event on Saturday, February 23rd at the Yardley/Upper Makefield Library, where Lady will be accepting a commendation for New Hope/Solebury that is being awarded to individual County Friends groups for their efforts.

 B. “Friends” tote bags are still on Friends’ agenda to order in March.

 C. Friends have scanned 6 boxes of books for Better World Books.

 D. Purple Heart is new source for donating Library’s unsold books.

 E. Library’s Spring book sale will take place sometime in May.

 F. Possible Friends fundraising event at the Hamilton Grille in the works.

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

 A. **TRAININGS/STAFF DEVELOPMENT** – (1) Beth Houlton and Connie attended the Privacy workshop on January 29; (2) Upcoming workshops for Board members include February 22 (Doylestown) and February 23 (Yardley) from 9-12:30pm on Library innovation and risk-taking. At the 23rd workshop, the Friends groups from all the libraries in Bucks County will be receiving a commendation from the County Commissioners; and (3) Margie Stern, coordinator of the Preschool Connections grant, visited our library on February 11. Overall she was pleased with our children’s department and made some suggestions to help us with our space issues.

B. **COMPUTERS/IT**

 The Library continues to have problems with its wireless, but patrons are currently able to access wireless through Comcast, which is viewed as a temporary solution. Wiring in the building is not configured properly. Connie will consult with other libraries to see if they are experiencing same problems and band together. A letter from Board may be necessary to put pressure on IT Department to be more responsive.

Connie has a meeting scheduled with Sandy Vallely (graphic designer) this week to look at ideas for a new website and possibly a new logo. Connie is also setting up a meeting with ParleeStumpf in Doylestown, which is the group which designed the Margaret Grundy Library’s website.

 C. **COLLECTION.** The Arts Collection is being relabeled and re-cataloged to reflect its proper location in our catalog. Eric has been finding numerous cataloging errors that have built up over the past twenty years, so the process is taking a bit longer than planned.

 D. **PUBLICITY/PROGRAMMING.** Connie reported that January was an excellent month for our library, as evidenced by the following: (1) January circulation was the highest it’s been in the past five years; (2) In addition to the book clubs, we had three adult level programs, two of which were particularly well attended. We had 35 people attend the Roland Merullo author visit and 40 for the Dorie Friend program. Connie had several positive comments from attendees who look forward to more library programming; (3) A new regular program is a monthly LEGO club, which is being held on the second Saturday of the month. The first program resulted in a picture in the Intelligencer, which generated additional interest; (4) The first-ever young adult program was a chocolate party and had ten preteen/teen attendees ages 11 and up (most of them boys); and (5) A new Teen Advisory Group will help develop Library programs that will be of interest to teens. The Library already has interest in a Book Buddy group as part of our summer reading program.

E. **DONATIONS.**

The Library’s WishList site is now live. It has been advertised by putting bookmarks in all outgoing material as well as a direct link to our site on our web page. Connie is still looking at ways to make this a permanent link on the Library’s Facebook page.

Vivian Francesco would like to donate $2,000 to the library from her family’s foundation to be used toward young adults.

F. **PROPOSED BOARD ACTION ITEMS.** Connie proposed the following for Board consideration: (1) Revising the current exam proctoring policy to include a proctoring fee of $25; (2) Raising our public printing costs from 10 cents to 20 cents per page; and (3) Redesigning (possibly) the library’s logo as part of our branding when we create a new website. Governance Committee will discuss language to change policy for proctoring and make recommendation to Board at later meeting. Board consented to increase copying charge (no motion needed because administrative issue with operation of Library).

 G. **OTHER.** Ellen asked if we can get a count of unique users of library, instead of just circulation records of what is checked out in order to determine who is using the library instead of just what they are checking out. Connie will check into it, and Bill may help with this if necessary. John will look into how much a simple door counter would be which may accomplish the same result going forward.

V. **TREASURER'S REPORT**. Ellen Stiefel. (financial report and exhibit distributed)

Serita has donated $2000 (not on financial report), which has been put in the Memorial Account, but it is currently unallocated in the budget.

Final 2013 Budget discussed, with a $23,000 loss projected. Board discussed options for closing the gap during the year. MOTION by Kathy to pass the budget, Bill SECONDED, APPROVED by all.

The Board talked further about employee healthcare and compensation issues, a discussion that had been initiated in an Executive Session on January 31st. In the future, Connie will make such recommendations for Patricia and Eric, and the Board will decide those issues for Connie. Current decisions outlined in Exhibit A to Treasurer’s Report. MOTION by Bill to approve the healthcare and compensation terms outlined in that Exhibit, Laurie SECONDED, APPROVED by all.

Finance committee will meet next Thursday, Feb. 28th, at 5pm at the Library.

VI. **REPORT OF THE PRESIDENT AND TRUSTEES.** Led by Jacqui Griffith.

 A. **COMMITTEE DESIGNATIONS.** MOTIONS by Susan to designate the Finance Committee, Governance Committee and Development Committee as Board Committees, led by the following trustees as Chairpersons, beginning on February 1, 2013 and continuing through December 31, 2013, pursuant to Sections 4.1 and 4.3 of the Amended and Restated Bylaws of the Free Library of New Hope and Solebury:

Ellen Stiefel – Finance Committee

Susan Atkinson – Governance Committee

Carol Taylor – Development Committee

Bill Behre – Property and Building Committee

Kathy SECONDED, APPROVED by all.

 B. **GOVERNANCE COMMITTEE.**

Susan and Beth discussed legal challenges relating to possible rental of part of St. Martin’s education building.

Governance committee meetings will be held regularly on the 2nd Monday of every month at 10am.

Discussed whether moving format of meetings to a consent agenda would leave Board more time to discuss broader issues. Governance Committee will discuss further and make a proposal to Board.

 C. **PLANNING COMMITTEE – Building and Grounds.** John Blady.

The Board discussed the possible rental of part of St. Martin’s Church education building in response to continuing space limitations of our current building. The cost would include rent, taxes (although the Library should be tax exempt), insurance, common area maintenance, regular cleaning costs, and possibly costs of retrofitting the space. While we are still awaiting the specific language of the proposed lease’s restrictive clause, Susan discussed the legal issues surrounding it, including the fact that the Library’s own policy precludes restrictions on the use of its space. Other options include finding space elsewhere (not plentiful) or simply staying where we are. John will find out by the next Board meeting about St. Martin’s space or other possible spaces, but it was expressed that we need closure on this issue within next two months. Other future possibilities discussed.

April 6th was proposed for the next weekend Board planning session at 9:30am at Trinity Church.

 D. **DEVELOPMENT COMMITTEE.** Laurie Brick and Carol Taylor.

The need for a part-time development officer and a clear overall strategic plan was discussed. By April 15th, Carol and Jacqui will develop and send out an electronic (and lightly papered) survey to find out who our users are, how they use the library, and what they want for the library’s future.

A grant writing consultant has told us that limited grants will be available to us since we are considered an affluent community. Other grant possibilities were discussed, such as Keystone Grants from the Commonwealth of Pennsylvania, grants for historical buildings and LSTA grants for technology assistance. Connie proposed distinguishing our library by lending e-readers, which no other library in county currently does and which may make us more likely to get grant funding.

Lawrence has spoken to several people who are interested in helping with our main fundraiser, to be held on September 28, 2013, at Rolling Green Barn (at 202 and Aquetong). A second fundraising event may be held in New Hope. Lawrence and Jacqui will contact Bucks County Playhouse to see what fundraising could be done through that venue. Lawrence will join the Friends group soon and help with fundraising there, and will lead a subcommittee of the Board to lead the organization and implementation of the September 28th fundraiser.

Jacqui has talked to our contact at the High School about the Spring Annual Fund Drive and asked Laurie to take charge of writing and getting the students’ help with distributing the Fund Drive letter, which will go out at the beginning of June.

X. **POLICY ISSUES.** - NONE

XI. **OLD BUSINESS.** – It was noted that most volunteers seem supportive of moving the Library to another location if that is deemed necessary.

XII. **NEW BUSINESS**. – Laurie noted that Beth was approved as the Library trustee for Solebury Township at the Township’s public meeting last night.

XIII. **PUBLIC COMMENT/CONCERNS.**

XIV. **MOTION TO ADJOURN**: MOVED by Jacqui at 7:16pm, SECONDED by Kathy and APPROVED by all.

The next meeting of the Board of Trustees will be held on March 20, 2013, at 5:30pm.

Respectfully Submitted,

Beth Houlton

Secretary