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

**Board of Trustees Meeting Minutes**

**March 16, 2016**

In Attendance: Beth Houlton, President; Carol Taylor, Vice President; Ron Cronise, Treasurer; Polly Wood, Secretary; Connie Hillman, Gene Underwood, Reid McCarthy, Susan Atkinson

Also in Attendance: Pamm Kerr, Chris Snyder

**I. CALL TO ORDER** – Beth Houlton

A. The meeting was called to order by Beth at 5:29.

B. **MOTION** by Ron to Accept the February Meeting Minutes. **SECONDED** by Reid, **APPROVED** by all.

**II. FINANCE REPORT** – Ron Cronise

**2015 Fundraising Update through 29 February 2016**

|  |  |  |  |
| --- | --- | --- | --- |
| **SOURCE** | **BUDGET** | **ACTUAL** | **NOTES** |
| Read-A-Thon | $10,000 | $9,895 |  |
| Annual Fund | $1,000 | $12,717 |  |
| **TOTAL** | **$11,000** | **$22,612** | We have raised $11.6K more than budgeted |

**Receipts/Expenditures through 29 February 2016 (excludes Capital Campaign activity)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **BUDGET** | **ACTUAL** | **NOTES** |
| Cash Received | $45,271 | $56,059 | We have rec’d $11K more than budgeted |
| Cash Expended | $38,524 | $34,292 | We have spent $4K less than budgeted |
| **Net Cash** | **$7,413** | **$21,767** | **We are well ahead of budget** |

* Through 29 February we have had a Y-T-D **loss** on our endowment investments of $25,686. Since changing to our present investment plan we have a **gain** of $6,223.
* Year-over-year the Library’s equity on the Balance Sheet increased by $47,830 to $1,406,354. This is without an increase in our building.
* On 29 February we were holding $198,940 in cash plus $46,930 in non-endowment investments. Of the cash $115,847 is Capital Campaign contributions leaving $83,094 for future operating expenses. We increased our operating cash in February by $30,537.

We do not yet have final 2015 Financial Statements from our accountant but based on draft numbers our income last year exceeded our expenditures by just over $5,000. We were “profitable” for a second year in a row.

B. Renovation Financials Update

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

Gene thanked Connie for all that she did between packing up and moving (twice!) and putting all the pieces together to make the renovation flow smoothly.

* We have returned to Ferry Street and have opened to the public. The response from the public has been enthusiastically positive.
* While this has been great, there is still much work to be done.
* A good third of our collection is still in storage and in this building, storage is what space we could eek out of the furnace room and staff workroom. This will need to be sorted out over the next few weeks.
* The circulation area is very tight and the desk is not functional. Connie purchased a small filing cabinet for some storage at the circulation desk and also two one-sided book carts for use behind the desk. New chairs will be needed, as the current ones are too low. We need all of the computer apparatus that is on top of the desk---and yes, we need two computers, especially if circulation increases as we hope it will. There are other possible solutions, but these will cost money. Meanwhile Connie asks everyone to remember that we are a functioning public library and they will be working through the kinks.
* Shelf space was reduced to allow for more public use areas. This is the trend of libraries around the country. However, again we are working out solutions to the issue of tight shelves. Connie has ordered a rotating magazine rack to free up an additional three shelves on the first floor and is looking into a rotating CD rack to get the music CDs out of storage.
* Ron has called his electrician to resolve the lack of outlets on the first floor. Once these are installed we can get the card catalog and 3D printer up and running.
* The Children’s department is looking good. The tiling Terri Herring put up around the stage and the stage itself built by Paul Spencer and Karl Varnai have become a centerpiece of the room. The lighting is a bit dark and Connie would like to replace two of the tract lighting units with two good ceiling lights as per Karl’s recommendation.
* The Annual Report was submitted to Chris before the March 1 deadline. Chris is waiting for advice from the state as to how to handle the reporting of the Keystone Grant. We are also waiting for our completed audit, which Connie will send in separately later once it is completed.
* Website: Connie created a new website which is more dynamic with more offerings. This is still a work in progress as more information is added, but Connie feels it is fresh and clean.
* As part of National Library Week (April 10-16) Connie would like the board to consider a fine forgiveness day to celebrate our reopening and to also encourage folks who may not have been active library patrons to return to the library. There would be a couple of caveats: we cannot forgive lost book fees due to the fact that these may not be our books. Also, the books would have to be from our library’s collection. We would probably want to cap these at all overdue fines under a certain amount ($20). It is a good way to build goodwill within the community. The details need to be tweaked a little bit.
* We have several programs lined up for the month of April:
  + Becky Diamond author of the $10,000 Dinner will be coming for a book discussion and tasting of samples from the “dinner” on April 14.
  + The Jewish War Veterans of Langhorne will be presenting a Holocaust remembrance program on April 28. This is a special living history program featuring presentations from Holocaust survivors. Connie has already been in contact with the schools about encouraging students to attend.
  + Adult coloring on April 12---this is the newest trend in relaxation and many libraries are offering this program.
  + There’s an App for That: April 20. Great apps for seniors.
  + Eric will be moderating a Friday Afternoon Magic Card program for teens each Friday in April.
* Connie has contacted Mary Schwander about setting up school visits at the library this spring. She has also invited the school librarians over to see the space and to talk about ways we might work together. Their budget is tight, so this is a good opportunity for us to help out.
* Connie will be meeting with Carol Martin with the New Hope Historical Society next week to see about working on a teen program together.
* We’ve been invited to be a part of Scott Petri’s Senior Expo on April 15. We did this last year. It is good outreach for the library and a good way to keep on Petri’s radar.

**IV. BUILDING RENOVATION UPDATE**

A. Punch list and other items still outstanding – Carol Taylor

Carol and Jim Phillips walked the property last week to see what needed to be put on the punch list. There are a few minor things, which shouldn’t be a problem. The yard still needs to be graded and seeded and the wall needs to be fixed. Beth has talked with Hugh Marshall to do the work and have the builder credit us back for the work that they would not be doing. Beth handed out a quote from Hugh Marshall and he will actually be charging less than we would have paid the builder. There are additional items that need attention which are itemized. **MOTION** by Reid to approve a contract with Hugh Marshall signed by Beth to do outside landscaping and drainage work. **SECONDED** by Gene, **APPROVED** by all.

Ron discussed our security system for monitoring and surveillance. Upon further research, Ron found another supplier that offers two kinds of surveillance. (Unlike Simplesafe, which has one). Ron handed out copies of the quote from Frontpoint. The whole system has a sensor and a camera, which connects over a cellular network.

**MOTION** by Beth to accept the monitoring agreement with Frontpoint as outlined by Ron with one less image sensor. **SECONDED** by Susan, **APPROVED** by all.

B. Donor Board – Gene

This is to recognize donors of $100 or more. Jacqui will get this information to Gene.

C. May Open House Event – May 15th

This is to thank the Donors and celebrate our reopening. The first hour (1:00 – 2:00 is for donors and then it will open to the public from 2:00 to 5:00). Beth, Susan and Jacqui will help put this together. Reid will be a gopher.

**V. DEVELOPMENT UPDATE** – (Kay)

A. Susan Branch event in May – Polly

The event is completely full. Chris volunteered the district marketing PR specialist, Regina Fried, to take pictures and put together a press release.

B. Spring Appeal Letter (Jacqui)

Spring appeal letter will go out early May.

C. August event – Gene/Kay

The concept is around local author Jack Staub’s new book and book signing. The theme would be Rumba in the Garden. There would be tours of the greenhouses, a steel drum band etc. The owners have suggested they would rather have Sunday, June 5. This will be a little tight for planning but it will happen.

**VI. MARKETING** – Gene Underwood

A. Library Reopening Communications

The banner is up. Gene handed out new brochures, which are meant to encourage people to get a library card, donate and learn more about the library. Included in the brochure will be a wish list for those items we would still like for the library.

B. Library Tours

C. Chamber of Commerce Efforts

Carol and Gene attended the launch of the new Delaware River Towns Chamber (the former Greater Lambertville New Hope Chamber). Carol and Gene met with the executive director and the director of communications and marketing before the event.

They said they would be willing to put little blurbs about the library (that Gene would put together) on their site. They have a rolling calendar of events and we (as members) can log in and put our events on the calendar.

**VII. GOVERNANCE** – Susan Atkinson

A. Meeting Room Policy – Minor Amendment

**MOTION** by Susan to amend library Policy MNG 13 to include the following as the last sentence of the first paragraph under "Community Room Reservations and Fee Schedule":

The Friends of the Library will not be charged for use of the Community Room for Friends related business.

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

**MOTION** by Beth, that we accept the library Director’s job description as posted on Dropbox. **SECONDED** by Carol, **APPROVED** by all.

**VIII. STRATEGIC PLANNING DISCUSSION** – Chris Snyder, BCFL District Office

A strategic plan would give us a blueprint of where we want the library to be in three years in goal-oriented steps. This usually takes 2 – 4 months to put a plan together if you have someone dedicated to putting this together on an ongoing basis. Chris has offered to work with Connie as an outside facilitator with Connie as the inside facilitator on this process. She suggested checking to see if Solebury and New Hope have vision plans in place for the communities. The library will look at these and see what we can do to help with these visions (rather than reinvent the wheel). Through that filter, we can look at what we can do. We are frontloaded with a lot of projects right now. If the board wants to go through with this process, we shouldn’t plan on starting until at least August when we would be past summer programs etc. Chris has a sample of a plan that she will send to Connie who will post on Dropbox. Our board goals will work together with these community goals ideally. There would be measurable goals for each year. This could also help when we ask for more funds to show how we are helping the township and the borough realize their vision plans. We will be putting together a strategic planning committee with members from the community whom we would invite to be on the committee. We would need to put this group together by the time we start in the fall. This would be around 12 – 15 people. Chris would facilitate. Typically there is just one board liaison. That person would simply be there to hear and relay back to the board (along with Connie) what was discussed.

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

No report

Meeting was adjourned at 7:23.

Respectfully submitted,

Polly Wood

Secretary