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

**Board of Trustees Meeting Minutes**

**March 19, 2014**

**PRESENT:** Jacqui Griffith, President; Beth Houlton, Vice President; Ellen Steifel, Treasurer; Polly Wood, Secretary; Connie Hillman, Ron Cronise, Jerry Ruddle, John Blady, Charlie Huchet, Kathy Meier

I. **CALL TO BUSINESS**- Jacqui Griffith at 5:31

A. **MOTION TO ACCEPT MINUTES OF FEBRUARY 19TH MEETING**

**MOTION** made by Beth, **SECONDED** by John and passed.

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

The Annual Report is complete and in Chris Snyder’s hands. Connie thanked Ellen for her work on the financial piece.

**Computers:**

BCFL has been unable to gather our wireless statistics since February of 2013. There is a whole new IT department now and, since most of the other libraries have not been getting their wireless stats, they finally decided to look into it. Unfortunately, because our access point was set up for personal use and not business use, Connie was told we could not gather data. We would need to replace the access point for $500. Our library and Pipersville are the only libraries impacted this way.

Connie is seeing more and more wireless users in our library, so these statistics are very important when it comes to state reports and strategic planning.

Connie is working on figuring out ways to gather these statistics without having to spend the $500.

**Outreach and collaborations:**

* Connie met with the Bucks County Audubon Society, Bowman’s Wildflower Preserve, the Children’s Museum and the Solebury Township Park and Recreation Department about collaborative opportunities with the library. All of them are interested in working with us and are setting up collaborations for the summer and early fall.
* The Library will be hosting a colonial story time in collaboration with the New Hope Chamber of Commerce’s Liberty Canal Weekend.
* Connie also met with Carol Cruickshanks from New Hope Arts and she is scheduling a presentation at the library for May.
* Connie has contacted all of the area preschools to schedule a story time at their facilities as part of April’s Month of the Young Child initiative.
* Connie has also had our library listed on both the New Hope Borough and Solebury Township websites to solidify our position as an integral part of the community.

**Programming:**

* Kids Yoga continues to be popular. On an average the library gets between 12-15 children.
* The Homeopathy presentation and reading from local author Laura Matson Hahn got a good turnout with 15 and 18 adults attending respectively.
* Patricia will be taking over the summer reading program. Connie will be assisting her this year. Connie has not yet heard back from the Huxleys, so she is budgeting conservatively. In any event, between the carryover SRP money from 2013 and the remainder of Vivian Francesco’s grant, we should be fine.
* Vivian has offered to reapply for another $2,000 grant for teen programming and Connie is meeting with her later this month to submit the paperwork for that.

**Professional Development:**

* Patricia attended the Summer Reading workshop at the Franklin Institute for which she earned 4.5 hours of CE credits.
* Connie will be out of the office March 30-April 1 at the PA Library Directors Institute in Hershey, PA. This is led by the PA State Librarian, Stacey Aldrich, and hopefully she can get more information on the state funding formula.

A. **Discussion**

Jacqui noted that statistics were down for circulation but the general consensus was that it was probably the harsh winter that kept people from getting to the library to borrow books.

III. **FINANCE REPORT**-Ellen Steifel (financial reports distributed via Drop Box)

**Monthly Fundraising Update**

|  |  |  |  |
| --- | --- | --- | --- |
| **SOURCE** | **GOAL** | **TO DATE** | **NOTES** |
| Board Fundraisers | $27,500 | $14,750 | $13,000 Read-A-Thon. $1,750 MUD. |
| Annual Fund | $40,000 | $2,200 |  |
| Friends | $12,000 | $2,500 |  |
| **TOTAL** | **$79,500** | **$19,450** |  |

* Author Luncheon – Mud Season
  + Total Funds Raised = $1,757.22
  + Total Revenues = $3,305.36
    - 40 attendees @ $75 per ticket = $3,000 (less $2.48 PayPal fee per ticket for 18 tickets)
    - Donations of $350
  + Total Expenses = $1,548.14
    - 250 invitations, stamps, posters: $270.23
    - Two ads in the Herald: $310.91
    - Barley Sheaf: 41 attendees @ 23.58 per person= $967.00

**2014 Financials**

* The Library received the annual State Aid check in the amount of $28,715, as budgeted.
* The most recent oil bill from Brinker’s reflected a price per gallon of $3.94. The Treasurer was unable to obtain a better rate from Brinker’s. Lower rates may be available from other companies.

**Municipal Funds**

* Polly gathered the following information from Bill Scandone regarding New Hope Borough:

The Borough does maintain a Library Fund, which is a real estate tax fund that allows the Borough to make annual contribution to maintain a local library for use by the residents of the Borough.  All tax proceeds are contributed to the Free Library of New Hope and Solebury. The estimated real estate tax revenue for 2014 for the Library is $14,698.

**Reports**

* The December 31, 2013 Review has been completed by the Accountant (available on Drop Box).
  + The 2013 Financials have been finalized (available on Drop Box)
* These Financials were included in the Annual Report for the State.
* The Accountant is currently working on the 2013 Tax Return (although the Library does not pay taxes)

**Action Items**

* Investment Committee meeting will be held on Tuesday, March 25th at 5pm in the Library.

A**. Review and Discussion**

Total money for 2013 was almost $5000 from Augenblick and this helped us quite a bit. There was some discussion regarding the feasibility of the author luncheons and whether they are the best type of fundraiser. It might be better to do a couple of big fundraisers instead. The general feeling is we do want to continue to bring in authors but perhaps not always charging for attendance or making it part of a luncheon.

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

A. **MOTION TO APPROVE CONSULTING CONTRACT FOR SPARK NON-PROFIT CONSULTING**

Our primary concern is getting our Data Base rolling. Connie will help Eric, Beth, Kathy and Marilyn to evaluate the products. The goal would be to be up to speed by November. By the next board meeting we would like to have a recommendation for purchase.

**MOTION** made by Polly to accept the contract by Spark consulting and to hire Kathy Beveridge at a rate of $75/hour for a maximum of 10 hours per month for 11 months to be paid for by money from an unrestricted gift. **SECONDED** by Beth. Motion passed.

V. **FRIEND’S REPORT**- Charlie Huchet

Meatball Madness Event

The FOL sponsored “Meatball Madness” event has been planned to take place on Tuesday, April 8 at John & Peter’s from 6:30-8:30 PM. This less than serious competitive “cook-off” will have Lawrence Booth acting as the Master of Ceremonies, regarding 4 carefully selected meatball recipes (sources TBA) and judged by Larry Keller, Mayor of New Hope, Jim Searing, Chairman of the Solebury Supervisors, and Michael Gardener (AKA “Miss Pumpkin”).

The attendees will also have the opportunity to vote their favorite.

The meal will include pasta, salad and garlic bread. The tickets are $15 pp, with all proceeds being donated by the owners.

The presence of as many of the Library Board as possible is strongly encouraged.

May Bookmobile Event

The Friends are preparing to hold a book sale in downtown New Hope in May off Barry Fetterolf’s truck (hence a “BarryMobile”).

The Friends will collect donations and staff the sale on pleasant weekends that will attract major tourism in town. We will be securing Borough Council approval and the cooperation of local businesses.

String Band Concert Event

The Friends are planning a fund-raising concert on June 22nd at the New Hope Arts Center, with the cooperation of the New Hope Arts Council, featuring the Long Hill String Band. Karl Varnais, FOL Board member and Membership Chairman of the FOL, is a featured musician in this band.

The concert will be a featured event in the New Hope component of the 2014 Delaware Canal Festival sponsored by the Friends of the Delaware Canal, the 2014 New Hope Liberty Festival, the Landmarks Towns of Bucks County and the Delaware and Lehigh National Heritage Corridor. This is the first year New Hope has participated in the Delaware Canal Festival and a signal event to celebrate the re-opening of the Canal.

Our participation provides high public exposure and recognition for the library in our region. Multiple organizational advertising and broad public announcements will aid the marketing of our concert immeasurably.

Monthly Raffle

The monthly raffle from the Library front desk has continued with successful participation. Local businesses are featured on a monthly basis and given recognition as Business Donors to the Friends. The proceeds continue to exceed our predictions.

Membership

The Friends membership has continued to climb. It currently has exceeded 70 individuals, many of whom have volunteered to become active in the support of Friends activities.

All patrons of the Library received an e-blast invitation to join the Friends. This appeared to have modest success.

The Friends would next like to join in planning, with the Library Board and the Library Director, a general membership drive to reach out to those in our communities who are not present cardholders

VI. **GOVERNANCE**- Beth Houlton

A. Outstanding Motions

Beth discussed the changes in the behavior policy. This updates our current policy. **MOTION** made by Beth to accept the revised library policy labeled CUS 2. **SECONDED** by Ellen. Motion passed.

Beth is still working with the auditor on our records retention policy. She is also working on our Employee handbook updates. Board members signed their annual commitment letters and submitted them to Jacqui.

VII. **UPDATE ON FUNDRAISERS**

A.”Mud Season” Final Report- Carol

B. Silence of the Lamb Event April 24- Jacqui

There will be about 20 minutes of interviewing and then a question and answer period. There should be no expenses as food and beverages will be donated. The event will probably be $65/person. It will start at 5:30 on April 24.

VIII. **MUNICIPAL ISSUES**

A. New Hope- Polly and Ron

Polly is now the Library representative on the New Hope revitalization committee.

B. Solebury- Jacqui and Carol

Carol and Jacqui plan to meet with Helen Tai and Jim Sering to update them on the library.

VIV. **PROPERTY**

John discussed the leaning tree behind the library and also the big tree that needs to be removed. He has talked to PECO to try to get someone to come out to check the wires. This would cost a minimum of $3250 (for the large tree) plus the cost for the leaning tree. John has to check to see if the price is still valid as it said it was for 30 days on the quote. **MOTION** made by Beth to authorize John to contract with Monster Tree company or another acceptable tree company to spend up to $4000 to remove the trees. **SECONDED** by Jerry. Motion passed.

Meeting was adjourned at 6:55.

Respectfully submitted,

Polly Wood

Secretary