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

**Board of Trustees Meeting Minutes - Draft copy**

**April 20, 2016**

In attendance: Beth Holton, President; Carol Taylor, Vice President; Ron Cronise, Treasurer; Polly Wood, Secretary; Kay Reiss, Susan Atkinson, Jacqui Griffith, Connie Hillman, Reid McCarthy, Gene Underwood, Carol Taylor

Also in attendance: Pamm Kerr, Charlie Huchet

**I. CALL TO ORDER** – Beth Houlton

 A. The meeting was called to order by Beth at 5:30.

 B. **MOTION** by Ron to Accept the March Meeting Minutes. **SECONDED** by Susan, **APPROVED** by all.

**II. FINANCE REPORT** – Ron Cronise

**2015 Fundraising Update through 31 March 2016**

|  |  |  |  |
| --- | --- | --- | --- |
| **SOURCE** | **BUDGET** | **ACTUAL** | **NOTES** |
| Read-A-Thon | $10,000 | $9,995 | Numbers are net of expenses |
| Annual Fund | $2,500 | $8,400 |  |
| Susan Branch Tea | $7,500 | $4,545 |  |
| **TOTAL** | **$20,000** | **$22,940** |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **BUDGET** | **ACTUAL** | **NOTES** |
| Cash Received | $47,979 | $57,299 | We have rec’d $9K more than budgeted |
| Cash Expended | $56,397 | $56,745 | Expenditures are right on budget |
| **Net Cash** |  **-$8,418** | **$554** | **We are well ahead of budget** |

* Through 31 March we have a Y-T-D **gain** on our endowment investments of $11,255. Since changing to our present investment plan we have a **gain** of $43,164.
* On 31 March we were holding $90,869 in cash plus $47,515 in non-endowment investments. Of the cash $28,883 is Capital Campaign contributions leaving $61,986 for future operating expenses. We decreased our operating cash in February by $21,108.

We continue to await the final 2015 Financial Statements from our accountant. These statements will provide exact numbers on our profit for 2015 and a new valuation for our renovated building.

We have, or are about to have, collected all the remaining pledges to the Capital Campaign including those promised for 2017. We are waiting for final bills from the contractor, landscaper and a few others. The punch list for the contractor is now completed. By May’s meeting, we should know whether or not there is a surplus in the Capital Campaign account.

The Susan Branch event will not be raising $7,500. This is a bonus event, which will only cost $300 to cover the cost of staff at Holly Hedge.

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

* We still have a lot of the collection in storage that needs to be brought back into circulation. The staff is reinstating items that were checked out that are back on the shelves. Connie has ordered an additional mobile shelving unit and additional shelves for the existing units. Connie does not have an estimated delivery time as yet.
* 50 students from the Upper Elementary visited this month.
* Connie met with Mary Schwander. They have arranged for the high school students to visit May 6 and May 20.
* Eric and Connie attended Scott Petri’s Senior Expo on April 15. Last year, many attendees hadn’t realized that New Hope had a library. This year everyone knew whom we were and that we had a renovated library. Connie thanked Mr. Petri for his assistance in obtaining our Keystone Grant and he promised he would stop by.
* We had our first program, author Becky Diamond, on April 14. 32 people attended. Friday afternoon Magic has also been well attended. Upcoming programs include a Holocaust Remembrance program on April 28 and a Frank Sinatra tribute on May 18.
* We will be getting part time help during the month of May from Beatriz Martinez, a NHS high school senior who will be working here 20 hours a week for four weeks as part of the district’s APEX project.

Beth mentioned that we normally have a volunteer reception in the spring. With the various events that are coming up, Beth spoke with the Spencers, who will be honored this year, and we have decided to move the reception to the fall.

**IV. BUILDING/RENOVATION UPDATE**

 A. Any outstanding items – Carol Taylor

There are no outstanding items.

 B. Donor Board – Gene Underwood

Gene brought the sheet to be framed listing the donors with him. It is ready to be framed. We are waiting to get the donor names from the Friends for their plaque.

 C. May Open House Event – May 15th

The event will be from 1:00 – 4:00. The major donors will be invited from 1:00 – 2:00; the event will then be open to the public from 2:00 – 4:00.

 D. Alarm System – Ron Cronise

We now have two alarm systems in the building – one for fire and one for intruders. There is a CO2 sensor, a water sensor and video cameras. There are also keychain remotes as well as a panic button. **MOTION** by Beth to allow Ron to spend up to $300 to purchase a small iPad and stand to be used for monitoring the Children’s area to be kept at the front desk. **SECONDED** by Jacqui, **APPROVED** by all.

**V. DEVELOPMENT UPDATE** – Kay Reiss and committee members

 A. Susan Branch event – May 3rd

We currently have 134 tickets sold and the event is sold out. We are extremely grateful to Holly Hedge for their support as well as Farleys for their support.

 B. Spring Appeal Letter

This will go out May 1 to 3,500 people. Gene showed a copy of the envelope and the letter that will be sent. We have a goal of $100,000 for our annual fund. Ideally, we would like to get away from hosting fundraisers by the board (except perhaps the Read –A- Thon). This would help distinguish us from the Friends who could continue their fundraising events.

 C. Hortulus Farm event – June 5th

Jacqui asked if the board could forward to at least ten friends the invitation for this event. The party will be in the greenhouse and the event will run from 4:00 – 7:00. The owners have also offered to give us a percentage of sales of the book and plants. Martine’s will be providing food, drinks, and a server. We are planning on 100 attendees.

**VI. MARKETING** – Gene Underwood

 A. Open House and Other Re-Opening Communications

 B. Library Tours

The response from Chamber of Commerce people has been very small. We have three people coming from the Solebury Supervisors for the April 21 tour. Gene handed out a paper showing how to develop awareness in the community. We need to have a clear message to tell the community. Gene would like to have a work session so we may discuss who our audiences are, what characteristics they share and what is the message we wish to convey. We will have a meeting to discuss this following next month’s board meeting.

 C. Chamber of Commerce Award Reception

We accepted an award from The Greater New Hope Chamber of Commerce on March 31.

**VII. GOVERNANCE** – Susan Atkinson

Nothing to report.

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

Please go to the Friend’s website to purchase tickets for the author event on June 12. There will be another author event in July at Paxson Farm, so check the website.

Darcy spoke about this summer’s reading program. There will be a lot of community involvement. We have also received a grant for some of the summer programming. There will also be an adult component to the summer program.

We will be having a sculpture placed in front of the library at some point in the near future.

The meeting was adjourned at 7:15.

Respectfully submitted,

Polly Wood

Secretary