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

**Board of Trustees Meeting Minutes**

**April 23, 2014**

**PRESENT:** Jacqui Griffith, President; Beth Houlton, Vice President; Ellen Steifel, treasurer; Polly Wood, secretary; Kay Reiss, Jerry Ruddle, Carol Taylor, Connie Hillman, John Blady. Also in attendance were: Charlie Huchet, Kathy Meier, Linda Landis.

I. **CALL TO BUSINESS**- Jacqui Griffith at 5:30

 a. Call to Order and Attendance

 b. Motion to Accept Minutes of March 19th Meeting

**MOTION** madeby Beth **SECONDED** by Ellen and passed.

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

 The budget meeting originally scheduled for April 8 was postponed until Thursday morning, the 24th. It is roughly the same as last year.

 The county has re-instated circulation meetings on a quarterly basis. Eric represented our library at this quarter’s meeting on April 3. The goal of these meeting is to address circulation issues and uniformly agree on circulation policy throughout the county.

**Outreach/collaborations and programming:**

* Jacqui and Connie met with the Bucks County Playhouse to explore possible collaborations. Two were set up for April: a reading from Sally Huxley in honor of National Poetry month and a sneak preview of “Talk Story,” a production based on a playwriting program at the Playhouse. The Playhouse will also offer a sneak preview of Beauty and the Beast as part of our summer reading program.
* The library had lots of programming in April. So far, the Ukrainian Egg Workshop was the most popular, followed by Sally Huxley’s reading and EasterCrime: an interactive murder mystery. We also had our annual Egg hunt which drew 17 children and their parents.
* Connie did speak to Rob Huxley. Apparently there was some issue with our emails. He instructed Connie to give him a projected budget for this year’s summer reading program and he would bring over a check.

**Keystone Grant:**

* Connie has submitted a letter of intent for a Keystone Grant to make some improvements to our building. New Hope Borough was good enough to sign off as the partnering municipality. We now need to wait for an invitation to proceed. If this is granted, we have until October 6, 2014 to apply.

**Library matters:**

* Circulation is back up again for March. April has also been very busy so far.
* Cellar door. The door to our cellar is rotting. In looking over previous board meetings, it seems as though this was noted as a problem before. John has already started looking into having this repaired. This March, Connie went to open the door and the lock and hinges basically fell off the rotting wood. This is incredibly dangerous, especially since children tend to climb on it. It should be replaced/mended before the summer.

 a. Discussion

III. **FINANCE REPORT**- Ellen Steifel

A motion was made for the Board to create a standing committee of the board to advise the board in matters relating to the investment of funds controlled by the organization. This committee shall be called the Investment Committee and shall consist of 3 to 5 members of suitable background and experience and shall provide investment advice to the board consistent with the established investment guidelines of the Free Library of New Hope and Solebury. Members are nominated by the President of the Board and appointed by vote of the board. **MOTION** made by Ellen **SECONDED** by Jacqui and passed.

There was general discussion about the changes in the investment strategy. Ellen made note of any questions or comments for Ron. Finance committee will meet again in early May.

**2013 Financials – Final Review** (Financial reports were distributed)

* The shortfall for 2013 operating expenses was approximately **$21,600**.
	+ This actual shortfall is similar to the budgeted shortfall of over $23,000.

**Monthly Fundraising Update**

|  |  |  |  |
| --- | --- | --- | --- |
| **SOURCE** | **GOAL** | **TO DATE** | **NOTES** |
| Board Fundraisers | $27,500 | $18,300 | $13,000 Read-A-Thon. $1,800 MUD. $3,500 Ted Tally. |
| Annual Fund | $40,000 | $2,800 |  |
| Friends | $12,000 | $2,500 |  |
| **TOTAL** | **$79,500** | **$23,600** |  |

* Ted Tally Event (April 24th)
	+ Approximately 55 tickets sold to date at $65 each
	+ Library has no expenses for the event (except small PayPal fees)
	+ Approximate revenue is $3,500 to date
* Future possible fundraisers to raise $9,000 to meet Board goal of $27,500:
	+ Paul Grand party scheduled for Fall
	+ Author luncheon?
	+ Spelling Bee?

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

 a. Discussion on Data Base Purchase- Beth

 Beth reported that they are still in discussions with the two possible providers. They are evaluating the two and are hoping to have an answer by May but this is still in the air.

 b. Development Presentation in May by Kathy Beveridge

Jacqui suggested that we invite Kathy to our May board meeting to discuss development with the Board in a more formal way and to educate us on a whole regarding development.

 c. Visioning Session Update, June 5th at 6:00.

Jacqui will put together a list of people to invite to the visioning session.

 d. Silence of the Lambs Fundraiser Update

We have a good turnout signed up including a number of people who don’t usually attend library events.

 e. Architect Visits- May 7

We have a couple of architects who will come in to discuss what options we have for changes to the current library building.

There was discussion of the annual fund drive. Letters will be sent out next week. Kay will be the board point person for this appeal.

V. **FRIENDS REPORT**- Charlie Huchet

Meatball Madness

The Second Annual “Meatball event” took place on the evening of April 8th, and by all accounts, was a resounding success. The attendance exceeded FOL’s best hopes, as well as the capacity of the room (73+). Lawrence Booth was a masterful Master of Ceremonies, presiding over the proceedings with his usual aplomb. The winning chef, according to the judges (the Mayor of New Hope, the Chairman of the Solebury Supervisors, and Michael Gardner – “Pumpkin” sans “drag”) and by the popular vote, was John (The-Fix-Is-In) Larson, the owner of John & Peters. Barry Fetteroff did karaoke versions of Puccini arias as background. Despite it all, everyone had a good time with the program and with one another. The support of the Library Board was noted with appreciation.

The gross profit was slightly over $1000.

May Bookmobile Event

 The Friends are preparing to hold a book sale in downtown New Hope in June off Barry Fetteroff’s truck (hence a “Barry-Mobile”). FOL are now preparing to secure Borough Council approvals in May, after discussion with Farley’s Books. The Friends will collect donations and staff the sale on pleasant weekends that will attract major tourism in town.

String Band Concert Event

The Friends are in the midst of 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.

The March Raffle (Saint Patrick’s Day theme) underwritten by the Celtic-Iberia Traders shop in New Hope resulted in proceeds of $190.

Please note (and support) the April Raffle, if you want to support a local dog(s) and/or The Friends ($5.00)

Membership

The Friends membership has continued to climb, as it now exceeds 80 individuals. Over half have also volunteered their time in support of future Friends activities.

Miscellaneous

The Friends have secured a 12-month liability insurance plan from Wells Fargo to provide coverage at off-site events.

A FOL website is under construction.

Plans for initiating the Business Donation drive are in their final stages.

Discussed holding a spelling bee. As this will need a lot of lead time for preparation, this might need to be put off until 2015. There will also be a private function at Paul Grand’s home prior to a showing of his photographs at the Michener on October 11.

VI. **GOVERNANCE**- Beth Houlton

Beth is working on updating the employee handbook with Connie. She is also checking on the records retention policy.

VII. **MUNICIPAL ISSUES**

 New Hope- Polly

 Solebury- Carol

On June 17 Jacqui and Carol will do a presentation for the Solebury Supervisors on the library.

VIII. **PROPERTY**- John and Jerry

 a. Update on Trees

Still have not heard back from Monster Tree Co. and PECO. Monster tree will hold the price for us. According to Charlie, PECO said they are coming in April 29 to do trimming on Mill Lane. Bids are out for painters.

Public Concerns

Meeting was adjourned at 6:45.