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

**Board of Trustees Meeting Minutes – DRAFT COPY**

**May 15, 2013**

**PRESENT**: Jacqui Griffith, President; Ellen Stiefel, Treasurer; Beth Houlton, Secretary; Laurie Brick; Bill Behre; Kathy Meier; Carol Taylor; Connie Hillman, Director; Linda Landis, Bookkeeper; Lawrence Booth; Lady Haight-Ashton; Sarita Karve; Dee Dee Newcomb; Kathy Palsho; Carol Spencer.

I. **CALL TO BUSINESS**. Jacqui at 5:32pm.

II. **APPPROVAL OF PREVIOUS MEETING MINUTES**. Delayed motion to approve the minutes from April’s meeting until next month because a couple of Board members had not been able to read them. No changes proposed by those who had read them.

III. **FRIENDS REPORT**. Lady Haight-Ashton read statement about history of Friends Group, expiration of terms of current officers (Lady’s expires in January) and plan for future of Friends Group. Sarita (who will be moving out of area in June) outlined ongoing responsibilities of maintaining the book room and suggested suspending Book Sale for at least the summer. Discussion of status of Friends Group and Book Sales. Board thanked Sarita and Lady for their service and agreed to suspend the Book Sale and acceptance of book donations indefinitely.

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

 A. **COLLECTION.** Reference books have been weeded, creating additional shelving next to the Young Adult books. Classic fiction has been pulled from regular fiction and given its own section at the end of the Young Adult books. Mysteries, general fiction and large print have been given a routine yearly weeding. The result is the unveiling of two side windows with built-in window seats, which until recently had been covered up with shelving, providing much-needed extra seating on the first floor.

 B. **SUMMER READING PROGRAM**. The library’s very full summer reading program lineup for 2013 has been set. Registration begins June 1st and is available for the first time online. The money from the Hailey Foundation has come in along with a note giving permission to use any remainder of the money for worthwhile programming over the course of the year.

 C. **WEBSITE.**  Connie is looking to have it up and running by July 1st at the latest.

 D. **PROGRAMMING.**

1. Connie visited Solebury United Methodist Preschool for a story time in honor of the month of the young child.

 2. Kindercare from Newtown visited our library for a story time.

 3. Patricia and Connie visited The Manor to see about working cooperatively with them on a library card drive there and training session on library resources in late summer.

4. Programs for the month of April included Poetry Night with Bucks County’s Poet Laureate Lara Gaydos Adams, Fancy Nancy Party, Drop Everything and Read Day (in honor of Beverly Cleary’s birthday) and Movie Night. **NOTE**: As of this month, we have stopped counting Beat Poetry Night and START in our monthly adult programming statistics. While these programs originated in the library, they no longer depend on the library for assistance or coordination. We are proud to have been instrumental in their development and growth.

V. **TREASURER'S REPORT**. Ellen Stiefel. (financial reports distributed)

 A. Discussion about change in endowment investment. MOTION by Bill to reallocate certain amounts of money in the endowment fund (Vanguard Investment account) from a long-term fund to a short-term fund in order to reduce financial risk for the library, SECONDED by Laurie and APPROVED by all.

 B. Discussion about budgeting and budget shortfall. Library must raise about $100,000 annually to keep doors open. Income projections for 2013 include: $40,000 annual fund, $2,000 Friends, $3,000 matching gifts, $40,000 White Party, Author Event (Vow) $2,300 – shortfall of about $11,000 still needed. Could get this made up with other author events.

 C. Kathy clarified loss of 2 stock certificates for certain shares of stock that were donated years ago. Going forward, stock shares are immediately liquidated so won’t be a problem. Kathy stated need for authorization from Board to liquidate and otherwise resolve issues with outstanding stock certificates.

MOTION By Bill that Ellen and Kathy are authorized to take any and all actions with regard to obtaining missing stock certificates and the liquidation of said certificates, SECONDED by Laurie, APPROVED by all.

 D. Need to make sure to handle acknowledgement of donations for White Party and other contributions appropriately. Bill has contact that could consult on this issue if necessary.

VI. **REPORTS OF THE PRESIDENT AND TRUSTEES.** Led by Jacqui.

 A. **COMMUNITY SURVEY STATUS.** Jacqui Griffith. Sixty-four surveys have been returned by e-mail, and an additional twenty or so more came in through other means. Survey will be stopped at end of May, at which time Carol, Jacqui and Kay will start to go through it as the first part of overall strategic plan initiative.

B. **DONOR EVENT – JUNE 6TH.** Invitations have been sent and Jacqui is handling the planning of this event, which will be held at the Library from

C. **UPDATE ON AD HOC COMMITTEE ON LIBRARY TECHNOLOGY.**

Bill and Laurie will have a report next month.

 D. **GOVERNANCE COMMITTEE.** Beth Houlton.

 1. Bylaws – Tabled discussion about proposed changes and will discuss and vote on changes at the June meeting.

 2. Personnel Executive Session - Scheduled immediately following June Board meeting.

 E. **PLANNING AND DEVELOPMENT COMMITTEE.** Laurie Brick and Carol Taylor.

 1. Annual Fund Schedule – Will be mailed out by end of this week. All annual fund checks should go to Connie.

 2. White Party Planning Status – Planning is ongoing. Next meeting will be held on Monday, May 20, 2013. Event sponsors needed. Lawrence urged Trustees to sponsor the event at $250 level and start sending in money as soon as possible as seed money. Sponsorships should go to Ellen. Will keep sponsorship money separate from ticket sales money. Ellen will handle acknowledgements for sponsorship donations.

 3. Discussion on Strategic Plan Initiative –

Board discussed ways to publicize library and its needs. Bill will take on PR and coming up with positive message to the public in order to garner more public support and donations. He’ll get something drafted for possible use at the June 6th donor event.

 4. Possible Extra Fundraising Event for 2014 – Lawrence will draft an outline for the Board of a possible extra fundraising event for May 2014 at the private home of a well-known local photographer.

X. **POLICY ISSUES.** - NONE

XI. **OLD BUSINESS.** – Jacqui reported that a new donor board will be made for library to upgrade current board in lobby.

XII. **NEW BUSINESS**. - NONE

XIII. **PUBLIC COMMENT/CONCERNS.** - NONE

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

The next meeting of the Board of Trustees will be held on June 19, 2013, at 5:30pm.

Respectfully Submitted,

Beth Houlton

Secretary