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

**Board of Trustees Meeting Minutes**

**May 18, 2016**

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

Also in attendance: Charlie Huchet, Lupe Santiago, Pamm Kerr

**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 April meeting minutes. **SECONDED** by Reid, **APPROVED** by all.

**II. SPECIAL GUEST** – Lupe Santiago

Lupe was invited to speak to the board to discuss how we can reach out to the Latino community and what we can do to be of help to them.

**III. FINANCE REPORT** – Ron Cronise

**2015 Fundraising Update through 30 April 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 |  |
| Rhumba Grdn Party | $0 | $1,299 |  |
| **TOTAL** | **$20,000** | **$24,239** |  |

**Receipts/Expenditures through 30 April 2016 (excludes Capital Campaign activity)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **BUDGET** | **ACTUAL** | **NOTES** |
| Cash Received | $62,919 | $68,073 | We have rec’d $5K more than budgeted |
| Cash Expended | $77,820 | $75,937 | Expenditures are $2K under budget |
| **Net Cash** | **-$14,901** | **-$7,864** | **We are ahead of budget** |

* Through 30 April we have a Y-T-D **gain** on our endowment investments of $17,334. Since changing to our present investment plan we have a **gain** of $49,242.
* On 30 April we were holding $89,006 in cash plus $47,730 in non-endowment investments. Of the cash $34,552 is Capital Campaign contributions leaving $54,454 for future operating expenses. We decreased our operating cash in April by $7,532.

Our accountant has provided draft copies of our 2015 Financial Statements and they show:

An annual increase in our net worth to $1,744,358 from $1,326,760, and

an increase in the value of our fixed assets to $616,447 from $318,785

when Capital Campaign activity is included.

For operations only, our income minus our expenditures totaled $5,465

In the judgment of the Treasurer, maintenance of the profitability of these past two years in future years will require an increase in funding from Solebury Township.

With regard to the Capital Campaign, as of 18 May 2016 we have received final bills from the contractor and architects that were larger than expected. This leads to a projection that payments through the end of May will exhaust the Capital Campaign cash-on-hand. The Trustees voted unanimously to transfer $10,000 from our non-endowment investments to the Capital Campaign checking account to eliminate this shortfall. Proceeds from the Shandelmier bequest should be received in June or July and will be deposited in the Capital Campaign account. Any final balance will be returned to the non-endowment reserves.

**Action Items**

Our audit went well. They would like us to create an accounting procedures manual. Many of the things they want are things we already have in place. Carol asked if our insurance covers the new cost of our building. Connie will call and check.

C. Vote to Confirm Transfer to Capital Campaign Account

**MOTION** by Beth to retroactively transfer $10,000 from our non-endowment investments to the Capital Campaign checking account to eliminate this shortfall. **SECONDED** by Carol, **APPROVED** by all.

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

Keystone Grant:

1. Connie submitted our final report to the state to conclude our Keystone Grant process.
2. The 2016 Keystone Grant round two is now open. We need to replace the slate roof over the main floor of the library. If we want to apply, we will need to submit a letter of intent by the end of this month. This is the same process as before---it is a matching grant.

District Information:

1. We are cutting over to a new online calendar by the end of May. We have been asked not to list anything on the old online calendar until the cutover is complete. The district plans to go live over Memorial Day weekend.
2. We are also cutting over to a new interface with Baker and Taylor, our book vendors. Eric, Patricia and Connie will be attending the training next week.
3. There is a trustee workshop on Saturday June 11 at the Delaware County Intermediate Unit. Connie sent an email with the registration information. Timing is not the best, but please attend if you can. It’s free.
4. Eric and Patricia will also be attending a workshop on communication styles on May 24 as part of their Continuing Education requirement.

Building:

1. The additional shelving should be arriving on May 17. Hopefully we will be able to have all of our materials out of storage by the end of the month.
2. We are in the process of getting estimates to install an outside tap. We should be able to make a decision and have the tap installed by next week.
3. Alarm issues. We have been having some difficulty with inaccurate readings on our alarm system. It was not arming remotely as it should and often indicated an opened door when all were shut and locked. At the suggestion of the company, the alarm master box was moved from Connie’s office to the shelf near the elevator. We will monitor to see if there had been some interference with the signal. Thanks to Ron for working this through.

Programming:

1. We have a commitment from the Huxleys for $6,000 toward the summer reading program. The check should arrive this month.
2. Darcy has summer reading school visits slated for the lower elementary school this month and the upper elementary and middle school in June. The high school kids will be coming to visit the building the next two Fridays, weather permitting.
3. Upcoming programs:
   1. Learn about Podcasts: May 21
   2. Estate Planning: May 25
   3. Linda Kenyon as Babe Didrickson Zaharis on June 23
   4. Tom Sharpe in Concert on June 29.
   5. Summer Reading registration begins June 4.

**V. BUILDING/RENOVATION UPDATE**

A. Follow Up - May Open House Event – May 15th

B. Sculpture Proposal

As part of New Hope Arts, the library has had at least two sculptures over the years. It is a good location and it supports the town. It does not cost the library anything and it would be up for a year or so. Michael Cooper is a local sculptor who has a sculpture we could place. He presented a diorama and photos of a proposed sculpture (earth piercing). He is open to changing the color of the sculpture if we would like. **MOTION** by Beth for the sculpture committee to move forward with Michael Cooper to have the sculpture put in place. **SECONDED** by Reid, **APPROVED** by all.

**VI. DEVELOPMENT UPDATE** – Kay Reiss

A. Follow up - Susan Branch event – May 3rd

B. Hortulus Farm event – June 5th

**VII. MARKETING** – Gene Underwood

To be discussed at our follow up meeting after the board meeting.

**VIII. GOVERNANCE** – Susan Atkinson

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

ANNUAL BOOK SALE TO OPEN

The Annual Book Sale will have its grand opening with a special advance preview evening from 5:30-7:30 next week, Thursday, May 19 at the future location of The Ferry Market, (formerly Four Seasons Mall), 32 S. Main street in New Hope. The Preview is open to Friends of the Library, and Library Board of Trustees and the staff of the New Hope & Solebury Library and other selected guests.

The sale is open to the public starting Friday, May 20 and running daily through Monday, May 30. Hours are noon to 7 P.M. on Fridays and Saturdays and Sunday through Thursday from noon-5 P.M. All remaining books will be half price (May 29 and 30).

The Board is urged to attend, particularly the Preview on May 19, as an expression of its support for this major FOL event. The terribly hard working Event Committee is comprised of Kris Reilly, Kathy Meier, Carol and Paul Spencer, and Marlene Clark with many assists from the FOL and individual Library Board members.

OTHER FORTHCOMING FUNDRAISING EVENTS

June 12th

Collaboration--A conversation between fiction writer Ellen Prentiss Campbell and her editor, Barbara Vargo about the author/editor relationship.

July 19th

Mystery & Moonlight--Author Wendy Tyson reads from the first her new mystery series *(A Muddied Murder*) in an evening program to be held at Paxson Hill Farm under a full moon and other special lighting!

September 10th

Harvest Moon Square Dance--with music by the Long Hill String Band and calling by Sue Dupre at Hugh Marshall’s authentic barn at Hope Ridge Farm.

SPECIAL MEETING BEWEEN LIBRARY BOARD REPRESENTATIVES, THE LIBRARY DIRECTOR AND THE FOL BOARD

The FOL Board hosted a special meeting with Beth Houlton and Connie Hillman on May 10th on the topic of the Library Board’s views of the role of the FOL in the evolving New Hope & Solebury Library.

FOL BOARD CHANGES

The FOL Board announces, with regret, the resignation of Melissa Mantz, due to changes in her work circumstances, and with pleasure, the appointment of Ricki Fisher, a “long term” Friend and active volunteer.

Respectfully submitted,

Polly Wood

Secretary