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

**Board of Trustees Meeting Minutes**

**May 20, 2015**

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

Also in attendance: Charlie Huchet, Carol Spencer, Paul Spencer

**I. CALL TO BUSINESS**- Jacqui Griffith

a. Call to Order and Attendance by Jacqui at 5:35

b. **MOTION** by Ron to accept the April Minutes. **SECONDED** by Beth, **APPROVED** by all.

**II. FINANCE REPORT**- Ron Cronise

**2015 Fundraising Update through 30 April 2015**

|  |  |  |  |
| --- | --- | --- | --- |
| **SOURCE** | **BUDGET** | **ACTUAL** | **NOTES** |
| Read-A-Thon | $10,000 | $10,808 |  |
| Annual Fund | $13,333 | $ 5,627 | Includes add’l $2,000 from Paul Grand Event |
| **TOTAL** | **$23,333** | **$16,435** |  |

**Receipts/Expenditures through 30 April 2015 (excludes Capital Campaign activity)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **BUDGET** | **ACTUAL** | **NOTES** |
| Cash Received | $84,696 | $67,518 |  |
| Cash Expended | $79,022 | $79,433 |  |
| **Net Cash** | **$5,674** | **($11,915)** |  |

* **With regard to the Capital Campaign, we currently have the following pledges/gifts:**

Anonymous Gift $100,000

State Grant $72,200

Trustee’s $70,450 (mostly in 2015 & 2016 and includes matching gifts)

Local Foundation $50,000

Shandelmeir Bequest $10,000

Current Memorial Fund $ 9,600 (assumes all memorials are transferred to Cap Campaign)

Odette’s/Gateway $ 2,500

Other Gifts $97,000

**Total $411,750**

* Through 30 April we have had a Y-T-D gain on our endowment of $25,633.
* Year-over-year the Library’s equity on the Balance Sheet increased by $174,513 to $1,424,923
* On 30 April we were holding $141,996 in cash plus $46,746 in non-endowment investments. Of the cash $92,718 is Capital Campaign contributions leaving $49,278 for future operating expenses. We depleted our operating cash in April by $7,335.

a. Update on Annual Fund Appeal

b. Update on Silent Phase of the Renovation Campaign

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

* The library staff is heavily weeding the collection to help the renovations proceed more smoothly.
* Connie has been going through the boxes of old records and getting rid of old receipts, bills, etc. Tax information has been saved.
* Based on the findings of the structural engineers, Joe Phillips recommended that we move to an alternate location during the renovations. Connie has been in contact with St Martin’s about renting out some of their classrooms:
  + St. Martin’s can accommodate us from September through March---and a few months beyond if needed.
  + Rent would be $1,000 a month, but it is all inclusive (cleaning, heat, electricity, snow removal). They would like us to take care of the bathrooms.
  + We would have two classrooms on the first floor. It will be a bit tight, but if we retire some of the gently-used collection, it could work.
  + Classrooms are also available on the second floor at the same cost. They are larger, but Connie doesn’t know if this would pose a problem transporting the collection.
  + Computer wiring is available. The building has no wifi. Connie is talking with the IT department in Doylestown to see what we might be able to do. Perhaps a hot spot.
  + Ample parking is available as well as access to two good-sized bathrooms.
* Connie has also contacted a library moving company to get an estimate. While the idea of the community forming a human chain to move books is charming, every librarian Connie talked to who has moved a library has emphatically told her to hire movers. They will be coming this Friday to take a look.
* Eric and Connie have set up a Blackbaud merchant services account with e-Tapestry for online giving. The service is free as we are e-Tapestry customers and the fee per charge is similar, if not a bit less, than PayPal. Since we tested it out at the end of April, it has not as yet shown up on the library’s bank statements or Connie's personal credit card statement. We’ll check the next statement when it comes in to make sure everything is ready to go for the grassroots portion of the capital campaign.
* Connie had several meetings with potential shelving vendors this past month. Overall, it will cost between $50,000-$95,000 for shelving, including installation. Various styles and finishes are available. It was suggested that we order the shelving by the beginning of November

In other news:

* Eric and Connie represented the library at Scott Petri’s Senior Expo. It was an excellent opportunity for the library to make itself known to Scott Petri. They thanked him for helping us get the grant and passed on our Looking Up! Media packet to him. It was also a great chance to reach out to New Hope and Solebury residents who had no idea that they had a local library!
* Patricia and Connie provided a story time for 35 children at the Solebury United Methodist preschoolers on Earth Day. They also did a story time at Trinity.
* The Teen Reading Lounge concluded on May 8. Tyler Roach, a senior at New Hope-Solebury High School who works for an app developer in Doylestown, came in and gave the group a lesson on virtual reality. Tyler also created a Maze Runner VR game for the kids to test out. Absolutely amazing!
* Silvia Naperski has decided that she would like to give up managing the library's periodical subscriptions. She has agreed to continue doing so for the next several months until we decide what to do. Connie is looking into an automated subscription service.
* The District budget was approved at the most recent DLC meeting (after getting an itemized budget). Connie also learned that our Outlook email will be changing to Office 360 at the beginning of June. This should be seamless, according to IT manager Sean Pall.
* Summer reading program registration is scheduled to begin Saturday, June 6 at 10:00am. Registration for all programs is ONLINE. We have not as yet received a check from Bob Huxley. Connie sent him a gentle reminder this past week.
* Best Buddies came and did a spring clean up. Cost is less than what we thought: $350.
* The Library has been invited to participate in the first annual Solebury Day on September 19. Even though the timing of this is not ideal, we should be a part of it. Connie will be looking for volunteers to man a table during the summer months.
* Darcy will be playing at Carversville Community Day on May 30 and will bring library materials with her.

**IV. BUILDING/RENOVATION PROJECT**-Carol Taylor

a. Architect/Building Status

There was a meeting a few weeks ago with the architect. They need to go through our floor to access the basement so we will need to be out of the building during the renovation. Once we get the bids, we hope to be able to move out at the end of August and be up and running in our new location by the second week of September. Connie will keep the state posted. The timing is dependent on the borough getting in touch with the state and the state getting back to us.

b. Borough Issues- Polly

c. Interiors

Denise Peiretti will be helping us with interiors. She had some wonderful ideas for the children’s area.

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

a. Move to a Temporary Space- Connie and Jacqui

We need to get a number for how much the move and rental of space will cost. Gene suggested offering an incentive to the contractors to get the job done early.

Our annual fund is not as high as it should be at this time. We have not received all of our funds from the township and the borough, but we are concerned that the number is lower than it should be.

b. Fundraiser Update with New Hope Arts

The original date had been in June. It was changed to September but there is now a conflict with that date. At this point, we will need to postpone this event until a better time. We had $15,000 in the budget for board fundraisers. This does not look likely at this point. Various alternative ideas (such as author events) were suggested.

**VI. MARKETING REPORT**- Gene Underwood

a. Board Homework/ Publicity Plans

Gene showed a sample appeal letter for fundraising for our Capital Campaign and annual fund. It stated clearly our need for funding for operational expenses and for a renovation. This will go out via email to the data base. It is bigger than our mailing list.

There will be a banner on the building as well as a “thermometer” in the image of a stack of books to advertise our campaign. Gene also showed a mockup of an ad for the Herald that would be the launch of our campaign. There will also be a mailer that will be sent out which will cover the gist of what the campaign is about. It will be mailed to about 3,000 people that are in our data base. We need to increase our data base. There are bookmarks that will be given out at the library.

Our launch date is set for June 1.

Gene pointed out that we have not directed any of this outreach to businesses.

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

* The Friends Board of Trustees, at its monthly meeting of May 12, 2015, voted to underwrite the purchase of a chairlift as a designated donation to the level of $10,000 under the Library Board’s capital campaign, with payment in 2015 and 2016.
* Planning for the October 10 “Celebrate Americana” event is proceeding. It will take place at the Hope Ridge Farm, with BBQ by Bitter Bob’s, square and contra dancing with the Long Hill String Band, Americana crafts, etc.
* The Friends had a jewelry booth in the Playhouse parking lot for The Jewelry II sale that was held in conjunction with the Gay Pride weekend.

* The FOL are continuing to seek, in some desperation, a location to receive and process books for the Friends Annual Book Sale, and a location for the sale in September. Any ideas would be gratefully considered.

**VIII. GOVERNANCE**- Beth Houlton

a. **MOTION** by Beth to Adopt the Employee Handbook as drafted and distributed to board members prior to the meeting. **SECONDED** by Reid, **APPROVED** by all.

b. **MOTION** by Beth to approve the new management policy for leave and time off that reflects the language in the adopted employee handbook. **SECONDED** by Gene, **APPROVED** by all.

c. **MOTION** by Beth to pass the Record Retention Policy. **SECONDED** by Kay, **APPROVED** by all.

Adjourned by 7:20.

Respectfully submitted,

Polly Wood

Secretary