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

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

**June 17, 2015**

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

Gene Underwood

Also in attendance: Pamm Kerr, Doro Kerr

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

a. Call to Order and Attendance by Jacqui Griffith at 5:31

b. **MOTION** by Beth to Accept the May Minutes. **SECONDED** by Ron, **APPROVED** by all.

**II. FINANCE REPORT**- Ron Cronise

**2015 Fundraising Update through 31 May 2015**

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| --- | --- | --- | --- |
| **SOURCE** | **BUDGET** | **ACTUAL** | **NOTES** |
| Read-A-Thon | $10,000 | $10,808 | Total Budget for Board Events is $15,000 |
| Annual Fund | $16,667 | $16,363 | Includes add’l $2,000 from Paul Grand Event |
| **TOTAL** | **$26,667** | **$27,171** |  |

**Receipts/Expenditures through 31 May 2015 (excludes Capital Campaign activity)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **BUDGET** | **ACTUAL** | **NOTES** |
| Cash Received | $89,609 | $81,723 |  |
| Cash Expended | $99,284 | $104,572 |  |
| **Net Cash** | **($9,675)** | **($22,849)** |  |

We have fully funded ($72,185) the escrow account at New Hope Borough as required by our Keystone Grant.

The reorganization of our bank accounts and the approved fund transfers have all been completed. We now have Operating Savings and Checking Accounts and Capital Campaign Savings and Checking Accounts.

Through 31 May we have had a YTD gain on our endowment investments of $29,214. Since changing to our present investment plan (exactly one year ago) we have a gain of $57,677.

Year-over-year the Library’s equity on the Balance Sheet increased by $185,757 to $1,445,500.

On 31 May we were holding $186,797 in cash plus $46,764 in non-endowment investments. Of the cash, $148,618 is Capital Campaign contributions leaving $38,179 for future operating expenses. We depleted our operating cash in May by $11,094.

We received no income from either New Hope Borough or Solebury Township in May. Together they are budgeted to provide an additional $106,000 this year versus our expected remaining expenditures of $126,000. This means that we have to raise a minimum of $20,000 to break even at year end. New Hope tells Ron we should have a check in late June and Solebury reports that our next check will arrive in July.

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

**Outreach**

* On Friday, June 5 Patricia, Darcy and Spiderman promoted the summer reading program at both the Lower and Upper Elementary School. Spiderman was portrayed by Connie's neighbor and struggling actor Domonic Hughes who graciously donated his time.
* On Wednesday, June 10, about 120 6th graders from the Middle School visited our library for an overview of downloading e-books and a book talk. It was a challenge, especially because one child was in a wheelchair. The talk was held out on the lawn and Connie was very happy to tell his mother that next year, he would be able to access programs at our building.

**Move:**

* Connie met with three moving companies to get estimates on moving the library to St. Martin’s. One estimate was $15,000 and another was $12,000. These are one way quotes. Connie will try a couple of local movers for estimates. These prices include packing.
* Weeding of the collections continues. Connie is taking the books Carol Spencer does not want for the book sale to the Better World Book drop. Patricia is cleaning out the downstairs closet. Connie is continuing to go through boxes of old documents and take them to Staples for shredding.
* Connie would like the board to decide if we are going to take the space at St. Martin’s so we can get a short-term lease drawn up and reserve the space. She would also like a decision on the number of classrooms we will be using. It’s $1,000 a month for two, $1,500 for three classrooms. The third classroom would be used for storage and, hopefully, a small children’s department. The larger classroom could also be used for activities. Beth has looked at the lease sent over by St. Martin’s and plans to go over it with Connie and St. Martin’s.
* Connie sent a letter to the state alerting them of our intent to move the library temporarily. She will need to update them when we have committed to a location and date of relocation.
* Connie contacted the IT department in Doylestown regarding moving the computers to St. Martin’s and the need for a Wi-Fi hotspot. Once we commit to St. Martin’s, we can move forward.

**Summer Reading:**

We received the check from the Huxleys. Registration is underway.

a. Questions and Discussion

Beth has pointed out that the board needs to have a point person who can sign the lease so we can move forward before the next board meeting. She will do a little research to find out what the going rate for such a lease would be to know if we would be paying a fair rate.

**MOTION** by Polly to authorize Beth Houlton to sign and authorize a lease for up to $15,000 for the total amount of the commitment. **SECONDED** by Ron. **APPROVED** by all.

**IV. BUILDING RENOVATIONS**- Carol Taylor and Reid McCarthy

a. Project Timeline.

Reid discussed where we are on the timeline and the various parts of the timeline. Reid will be adding some additional tasks as the project continues. Once we have the amount of the bid, Ron will rerun the cash flow to update the timeline.

b. Motion to Authorize Committee to Move on Bid Documents and Submit to Borough.

**MOTION** by Jacqui to authorize the building committee to review the bid documents and submit to the state for approval. **SECONDED** by Ron, **APPROVED** by all.

Jacqui has suggested that Denise Perreti come to the July board meeting to discuss her ideas for the interior of the library.

**V. PRESIDENT’S REPORT**

a. Fundraising

Jacqui has suggested that we need an event that will bring in a good amount of money and will become a signature event. Gene mentioned that these can be good events that are not necessarily associated to the library but has a lot of appeal to a wide audience. This would be an annual event and could become our “brand” event.

**VI. MARKETING COMMITTEE**- Gene Underwood and Beth Houlton

We were very lucky to get the publicity from the Herald. Continue to send notes to people with the campaign materials. So far $7,000 has come in since June 1.

**VII. DEVELOPMENT**- Kay Reiss

Jacqui would like us to look at our strategy going forward

**VIII. FRIEND'S REPORT** - Charlie Hutchet (as submitted on Dropbox)

The FOL Board is very pleased to inform the library community that Ms. Anne LaFriniere, President of the Playhouse Inn Property LLC (primarily owned by Sherri & Kevin Daugherty), has agreed to donate prime space to us for the 2015 Annual Book Sale. Its specific location is the former jewelry shop, attached to the 4 Seasons Mall, across from the Marsha Brown’s restaurant on South Main Street.

This location has direct access from sidewalk traffic and its visibility offers an excellent opportunity to attract spontaneous interest in the peak of the tourist season in downtown New Hope.

The FOL have decided to operate the Sale in August to maximize the tourist interest and avoid the plethora of other events scheduled in September.

The FOL are also pleased to announce that Father Kindon of the St. Martin of Tours Church has again agreed to allow the FOL Book Sale Committee to use a classroom to receive and process books donated for the Sale.

The FOL believe such cooperative enterprises strengthen the relationship of the Library to its community. The FOL plan to feature their primary sponsorship of the Sale

The Book Sale Committee is co- chaired by Kris Reilly, Carol Spencer and Kathy Meier. The Sale begins on August 6th with a preview for FOL Members and finishes on August 16th. Please volunteer for a stint!

Pamm Kerr added that the Playhouse needs books for “On Golden Pond”.

Respectfully submitted,

Polly Wood

Secretary