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

**Board of Trustees Meeting Minutes**

**June 19, 2013**

**PRESENT**: Jacqui Griffith, President; Susan Atkinson, Vice President; Ellen Stiefel, Treasurer; Beth Houlton, Secretary; Laurie Brick; Kathy Meier; Carol Taylor; John Blady; Connie Hillman, Director; Pamm Kerr; Lawrence Booth.

I. **CALL TO BUSINESS**. Jacqui at 5:34pm.

II. **APPPROVAL OF PREVIOUS MEETING MINUTES**. A vote was not taken to approve the minutes because not all Board members had read them, but a vote will be taken at the next Board meeting in July to approve minutes from meetings in April, May, and June collectively.

III. **FRIENDS REPORT**. Lady Haight-Ashton was not in attendance but submitted the following comments by email to the Board: Carol Spencer is monitoring the daily book sale while Sarita is in Italy and Lady will try to stop by once a week to check on the book room, etc.  The Friends group has some books saved for the White Swan Party.

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

A. **2013 FINANCIALS – RECENT HIGHLIGHTS AND CASH FLOW.** The library received $6,425 from New Hope in May. Solebury should provide a substantial amount of money in July. Expenses are trending close to budget projections for the most part, and oil costs continue to be high.

B. **FUND DRIVE UPDATE.** As of June 10th, we have received over $12,000.

C. **WHITE PARTY SPONSORS.** The Treasurer will collect, track, and acknowledge all sponsor donations for the White Party. So far, we have received 2 very generous donations from Board members, totaling $4,500.Goal of sponsorships is $30,000.

D. **ACKNOWLEDGING DONOR CONTRIBUTIONS.** The Library must be in compliance with IRS guidelines regarding acknowledgement of tax-deductible contributions.Detailed procedures have now been developed (in draft form provided to Trustees) for acknowledging all contributions to the Library (both from donations and fundraising events).Governance Committee will consider creating a policy to formalize this process.

E. **STOCK SALE UPDATE.** The following stocks were liquidated in June: (1) Phillip Morris – 23 shares sold at $92.38 each,and (2) Huntington Ingalls – 5 shares sold at $54.43 each.Net proceeds of $2,383 were deposited in the Vanguard Prime Money Market account. Book shares were issued for the following missing shares:(1) Schlumberger issued 23 book shares valued at $1675.55 on 6/4, and (2) CSX issued 7 book shares valued at $178 on 5/24. Shares will be transferred to Vanguard and then liquidated.

F. **MEMORIAL ACCOUNT.** About $6,800 is sitting in the Memorial Account that is not yet spent. Jacqui has had a question recently about what has happened with donated money, so the Board discussed how to spend this money and issues surrounding this topic. Jacqui proposed putting this money toward the e-book initiative. Jacqui, Connie and Kathy will contact families of donors to ascertain their support for the idea. Connie will look into a more efficient process for the Memorial Fund donations going forward.

Next Finance Committee meeting will be held on July 22, 2013, at 1:00pm.

V. **DIRECTOR’S REPORT**. Connie Hillman (report distributed)

A. **COLLECTION.** Eric and Connie started tackling the Local History collection, with the help of Darcy Fair, a New Hope-Solebury patron and retired BCFL librarian, who had helped organize the Levittown library’s local history collection.

B. **PROGRAMMING/OUTREACH**.

1. Connie visited the New Hope-Solebury Upper Elementary school to promote the summer reading program.

2. Adult programs for the month of May included, Bucks County and the Civil War, An Evening with Jane Austen, Heart Health and Movie Night. Children’s programs included a Mother’s Day Tea Party, Reading Goes to the Dogs, LEGO Club and Preschool Matinee Movie. This month’s special story time guest was a live hedgehog.

3. Summer reading registration is in full swing. Program registration is taking place entirely online and has been very well received.

C. **PRESCHOOL CONNECTIONS GRANT.** Our expenditures for the grant are complete and we look forward to submitting the final narrative.

D. **DONATIONS/MAIL PROCEDURES.** Connie expressed a need for a better procedure in place to handle the trafficking of checks that are arriving for various fundraising activities at the library. With various people responsible for handling different mailings and various people needing to be copied on mailings, checks coming in with no designation and other nuances (updating addresses, emails, designations for matching gifts, etc.), it has become incredibly confusing. From future, if there is a check/donation that isn’t clearly marked, it will be forwarded to Ellen to figure out where it needs to go. Ellen, Kathy and Connie will clarify any further issues that come up in this regard.

E. **CREDIT CARD.** We previously discussed obtaining a credit card for the director to use. The form Connie was given following the discussion was for a consumer credit card, which is not the same as having Connie’s name added to the library’s account. In order for us to move forward with an e-reader collection and a new website, it would make sense to have the bill come to the library rather than a third party source, but there are third party (bank) issues that may not allow that. Connie will check with Doylestown Library to see how they do it and investigate further.

F. **LOWE’S GRANT DENIED** today.

G. **WEBSITE.** The use of the drawing of the Library being used until recently on our website and other places has raised an issue recently with the artist, who is questioning our use of the pictures (even though started about 6-7 years ago and origin is now really unknown). To be safe, we have stopped using the image and it has been taken off the website and other places.

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

A. **OVERVIEW OF THE NEXT SIX MONTHS.**  Trustees discussed where we are as a Library since the planning session in January and where we are going. This year has been and will continue to be about getting updated and revised policies, procedures and the like in place, getting out a relevant message about financial and other issues, and raising general awareness of the Library in the community in order to shape the future path of the organization. Bill has agreed to lead the strategic planning initiative and report to the Board by end of summer.

Next year, we will focus on major fundraising to solidify the Library’s position going forward. Susan and others urged continuing to think about hiring a development or public relations person at some point in the future to push ideas forward more consistently. Most agreed that we need to continue to develop story of the Library, in response to community survey and other information, which in turn can be used by the Board, Connie, any future development person, or whoever else who would need it. Jacqui hopes to have a concrete message/story by the fall to be used extensively. Jacqui, Bill, Carol and Beth will meet next week to discuss survey results. Laurie and Bill are still going to investigate technology and future vision for the Library with Connie. Board will try to vote on whether to hire a development person in September.

VII. **COMMITTEE REPORTS.**

A. **GOVERNANCE COMMITTEE.** Beth Houlton and Susan Atkinson.

1. Bylaws – Discussed proposed changes to the Bylaws. Beth will finalize the changes per our discussion and get a final copy out to the Board, so that we can vote to adopt the new Bylaws at July’s Board meeting.

2. Proposed Compensation Policy - Finance Committee will review proposed compensation policy and Board will vote on it at a later date.

Next Governance Committee meeting will be held at 10am on July 8, 2013, at the Library.

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

1. Update on the White Swan Party – Menu under consideration, but Carol will contact them to adjust the menu if possible to make it more elegant than what is currently proposed. List of responsibilities with corresponding Board member or volunteer was distributed by Lawrence. Master list of possible sponsors will be created by Carol and Board members will divide that up and target local businesses and others for sponsorships.

VIII. **MUNICIPAL NEWS.** Laurie Brick/Beth Houlton/Susan Atkinson/Bill Behre. Need was expressed for greater involvement by Trustees in future at municipal meetings.

IX. **POLICY ISSUES.** - NONE

X. **OLD BUSINESS.** – NONE

XI. **NEW BUSINESS**. - NONE

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

XIII. **MOTION TO ADJOURN**: MOVED by John at 7:19 pm, SECONDED by Susan and APPROVED by all.

The next meeting of the Board of Trustees will be held on July 17, 2013, at 5:30pm.

Respectfully Submitted,

Beth Houlton

Secretary

**NOTE**: Executive Session regarding personnel matters was held directly following regular meeting.