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

**Board of Trustees Meeting Minutes**

**July 17, 2013**

**PRESENT**: Jacqui Griffith, President; Ellen Stiefel, Treasurer; Beth Houlton, Secretary; Laurie Brick; Kathy Meier; John Blady; Bill Behre; Linda Landis, Bookeeper; Lawrence Booth.

I. **CALL TO BUSINESS**. Jacqui at 5:30pm.

II. **APPPROVAL OF PREVIOUS MEETING MINUTES**. MOTION by Laurie to approve minutes from meetings in April, May, and June collectively, SECONDED by Ellen, APPROVED by all.

III. **FRIENDS REPORT**. Lady Haight-Ashton was not present and did not submit a report.

IV. **DIRECTOR’S REPORT**. Connie Hillman not present but distributed a report prior to the meeting reflecting the following:

A. **SUMMER READING PROGRAM.** The school year ran longer than usual due to the Hurricane Sandy, so the summer reading programming started a week later than usual on June 25. So far we have 235 children and teens taking part in the program, which is going well. Connie sent an article and photograph to the Herald about our Book Buddy program.

B. **CIRCULATION.** Circulation statistics are not complete, as we did not yet receive our e-circ from the county as most of the admin staff in Doylestown is attending ALA.

C. **CREDIT CARD.** With Ellen’s help, Connie applied for a Visa credit card through First National Bank. Unfortunately, there is a mistake on the name, which will be remedied shortly.

D. **WEBSITE.** Volunteer Zita Fitzsimmons scanned another picture of our building which had been purchased by John Walsh, so we technically own it. Connie hopes to have the new site up and running by the end of this week.

E. **OUTREACH.** The Manor asked for our assistance in weeding and organizing their in-house library.

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

A. **2013 FINANCIALS – RECENT HIGHLIGHTS AND CASH FLOW.**

1. Solebury will send a check for $47,000 the week of July 15th. This will help our cash flow. The library received $2,815 from New Hope in June.

2. We have received over $12,000 in dividends from the Vanguard Long-Term Endowment fund through June. Historically, this money has been reinvested in the Endowment fund. It may be worth considering using these dividends towards annual operations, depending on fundraising results.

3. The Library has spent approximately $8,000 of the $27,000 annual collections budget as of the end of June. We need to ensure we are on-track to utilize the full collections budget (as required by the state).

4. As of mid-year, most revenues and expenses are reasonably close to the projected budget. However, certain expenses are slightly over budget (utilities and office supplies) and certain revenues (non-fundraising) are slightly under budget, so the operations budget may end up a few thousand dollars over budget at year-end, which should be considered when budgeting for 2014. John will look into renegotiating our oil price, because what we’re paying is high right now.

B. **FUND DRIVE UPDATE.** As of July 5th, the Library has received over $16,000 for the Spring Fund Drive. Details from Marilyn Lanctot as of June 29th based on year-to-date Fund Drive (includes $1,745 received prior to Spring Fund Drive). 203 donors have given a total of $18,656.  Matching gifts are low. We have only received $900 through June, versus an annual budgeted estimated of $3,400.

C. **WHITE PARTY UPDATE.**  As of July 5th, the Library has received $11,500 from Sponsors. The goal is $30,000. We have paid at least $6,500 towards party expenses and we will need to pay additional monies soon, so it is important that we collect more sponsorship money soon.

D. **STOCK SALE UPDATE.** Schlumberger shares were liquidated and net proceeds of $1651 were deposited into the Vanguard Prime Money Market account. CSX issued 7 book shares valued at $178 on 5/24. These shares will be transferred to Vanguard and then liquidated.

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

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

VII. **COMMITTEE REPORTS.**

A. **GOVERNANCE COMMITTEE.** Beth Houlton.

1. Bylaws – MOTION by Bill to approve the Amended and Restated Bylaws as revised and circulated to the Board before the meeting, SECONDED by Jacqui, APPROVED by all.

2. Proctoring Charge – MOTION by Laurie to permit the library to charge a $25 fee per exam proctored by the Director pursuant to Library Policy CUS4, SECONDED by John, APPROVED by all.

B. **BUILDING AND GROUNDS.** John Blady.

1. Roof and Painting Repairs. Discussion about need to address roof and painting repairs, which are estimated to cost $7,000 for the roof ($6,250 plus about $500 extra for labor) and about $6,500 for the painting, or a total of $13,500 for both. Roof is the higher priority, so will try to get this done in September or October and use the money from the Grider estate ($5,000) and the balance from the first Atkinson Foundation grant to pay for it. Agreed that we will see how much money we have after the White Party going into the end of the year to see about painting. Furnace may need attention at some point, just from age, but no immediate need.

C. **PLANNING AND DEVELOPMENT COMMITTEE.** Bill Behre, Laurie Brick, and Lawrence Booth.

1. Update on Strategic Plan (outlines distributed) – Bill and Carol have been discussing this and are concerned about limited reach of recent survey. Bill expressed the need to reach out to key potential stakeholders, such as municipalities and lead donors, as well as thought leaders in the community, to get them to buy into any future plan, and then create the real strategic plan based on that, but Beth and Kathy expressed the need for some type of draft plan to present to people to get feedback on as a starting point. Board discussed the challenge of how to draw in influential, non-users of Library. Before the August meeting, Board members will each compile a list of potential community residents and organizations to talk to about greater involvement in Library, as well as review, edit and add to Bill’s list of goals and objectives for a strategic plan for the Library. Recent survey deemed more useful for Connie and actual running of Library as opposed to strategic planning. Bill will put something together more solidly as a draft of a strategic plan by the August meeting.

2. Update on Technology Meeting – Laurie reported that the Committee went over what people wanted from Library technology, including Internet access. The Library has the ability to lend completely electronically, but some people do not know that, so Connie will publicize this more (*e.g.,* high school summer reading items are available). Suggested day workshops to help people with notebooks/tablets to let them know we can provide electronic materials as well. Connie has stated an interest in doing “Library-on-Demand” type of program through Kindles or similar device, using small amount of discretionary money in Memorial Account (up to $5000) to buy the devices. Library could also get more publicity for its technical and other offerings by writing and submitting a *Herald* article periodically to publicize what the Library can offer (maybe a volunteer could write this). Kathy suggested a more organized public relations-type campaign to raise awareness about the Library in general.

3. Update on the White Swan Party – Lawrence expressed need to get all donations/sponsorships from Board members as soon as possible. An article will be delivered to the *Herald* within the next few days; Jacqui has the submission format from the *Herald* and will get that to Lawrence. Event posters were distributed to Board members to hang locally. Invitations for the event will go out by August 15th. Connie should get something on website soon about details of the White Party, and Lawrence has provided it to her already; right now, only Save the Date information is on the website. Jacqui will compile a list of whom we have already sent sponsorship letters to and then we can reference back to make sure we send sponsorship letters to all desired parties.

VIII. **MUNICIPAL NEWS.**  Laurie Brick and Bill Behre. Laurie went to the Solebury Township meeting last night and thanked them for our current funding, but emphasized the continuing need for a sustained level of funding; she also left cards publicizing White Party. Bill and Susan went to the New Hope Borough meeting this week and left White Party information cards to publicize event.

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 6:55pm, SECONDED by Laurie and APPROVED by all.

The next meeting of the Board of Trustees will be held on August 21, 2013, at 5:30pm.

Respectfully Submitted,

Beth Houlton

Secretary