**THE FREE LIBRARY OF NEW HOPE SOLEBURY**

**Board of Trustees Meeting Minutes**

**August 17, 2016**

In attendance: Beth Houlton, President; Ron Cronise, Treasurer; Polly Wood, Secretary; Gene Underwood, Susan Atkinson, Connie Hillman, Reid McCarthy, Jacqui Griffith,

Also in attendance: Karl Varnai

**I. CALL TO ORDER** – Beth Houlton

 A. The meeting was called to order by Beth at 5:26

 B. **MOTION** by Reid, to approve the July minutes**. SECONDED** by Ron, **APPROVED** by all.

**II. FINANCE REPORT** – Ron Cronise

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| **FUNDRAISING UPDATE THROUGH 31 JULY 2016** |
|  | ***Source*** | ***Gross Income*** | ***Expenses*** | ***Net Income*** | ***YTD Budget*** | ***Notes*** |
|  | Annual Fund | $23,935 | $2,989 | $20,946 | $16,500 |   |
|  |   |   |   |   |   |   |
|  | Board Sponsored Events |   |   |   |   |   |
|  | Read-A-Thon | $13,025 | $3,000 | $10,025 |   |   |
|  | Susan Branch Tea | $5,102 | $300 | $4,802 |   |   |
|  | Rhumba Garden Party | $11,855 | $2,663 | $9,192 |   |   |
|  | Sub-Total | $29,982 | $5,963 | $24,019 | $20,500 | Budget $ is Annual Budget |
|  |   |   |   |   |   |   |
|  | Fundraising Grand Totals | $53,917 | $8,952 | $44,965 | $37,000 |   |
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| **RECEIPTS/EXPENDITURES THROUGH 31 JULY 2016** |
|  |  | ***Actual*** | ***Budget*** | ***Notes*** |  |  |
|  | Receipts | $207,147 | $203,190 | we have received $4K more than budgeted |   |   |
|  | Expenditures | $144,154 | $151,902 | we have spent $8K less than budgeted |   |   |
|  | Profit/Loss | $62,993 | $51,288 | we are about $12K ahead of budget |   |   |
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| **INVESTMENTS** |
|  |  |  | ***Gain/Loss*** | ***Gain/Loss*** |  |  |
|  |  | ***Current Balance*** | ***Since Inception*** | ***YTD*** | ***YTD ROI*** |  |
|  | Unrestricted Endowment | $745,478 | $65,259 | $43,222 | 6% |   |
|  | Restricted Endowment | $98,698 | $15,626 | $5,754 | 6% |   |
|  | Sub-Total | $844,176 | $80,885 | $48,976 | 6% |   |
|  |   |   |   |   |   |   |
|  | Non-Endowment Investments | $38,236 | $2,015 | $1,539 | 4% |   |
|  | Grand Total | $882,412 | $82,900 | $50,515 | 6% |   |
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| **CASH POSITION** |
|  |  | ***This Month*** | ***Last Month*** | ***Difference*** | ***Months Covered*** |  |
|  |   | $123,356 | $75,450 | $47,906 | 5.9 |   |
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| **NET WORTH** |
|  |  | ***July 31, 2016*** | ***July 31, 2015*** | ***Difference*** | ***ROE*** |  |
|  |   | $1,615,991 | $1,520,454 | $95,537 | 6.3% |   |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Receipts/Expenditures and Cash Position are net of Capital Campaign activity |  |  |

 Vote on Request for Increase in 2016 Staffing Budget

**MOTION** by Beth to approve a one time increase to the budget for staffing up to $6,500. **SECONDED** by Gene, **APPROVED** by all.

 Transfer Art Donation from FOL to Library for future use

Pamm Kerr made a donation to the Friends for art for the library. The friends and the board feel it would be easier for the funds to be turned over to the library board. This is a restricted gift for art and will be a separate line item in the accounts. **MOTION** by Beth to accept the restricted gift of $979.70 made in 2014 by Pamm Kerr from the FOL to the library, use to be determined later. **SECONDED** by Polly, **APPROVED** by all.

 Shandelmier Bequest Follow Up

We received about $8,700. Ron has deposited the check. He will close the Capital campaign account and with the Shandelmier bequest, these funds will go into Vanguard.

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

* The summer reading program finished up the week of August 9, ending with a teen scavenger hunt around historic New Hope in partnership with the New Hope Historical Society. We had lots of positive feedback regarding the entire program.
* We were awarded the Teen Reading Lounge continuation grant in the amount of $600. We are planning for the program to take place over the winter.
* Library funding from the state remains as is was last year. There is no change in our district, county coordination and IT service agreements with the county for the coming year.
* Last month there were several building issues that were in the process of being resolved:
	+ Air conditioning has been working well since it was repaired last month.
	+ Our front door had become swollen with humidity. Mike Reed returned a second time to plane it down. This time he shaved the doorframe so as to allow full closure over the weather stripping.
	+ The wasps have been treated and Paul Spencer sealed up the nest holes in the wood. Thank you, Paul!
	+ The carpet installer came out to fix the loose tiles and discovered that they were wet. Water was somehow getting in via the back door to the department and ruining the adhesive on the rug. The problem appears to be an overflow of the gutters. The gutters were recently cleaned and they remained dry during our most recent rainstorm.
	+ The weeds on the slope have been mowed back.
	+ While Connie was getting a quote for having our gutters cleaned, our neighbor from the stone house to the right of the library brought to her attention a tree at the corner of our property and his driveway that is rotting. Connie is in the process of getting quotes for its removal. At Reid’s suggestion, she has contacted the Shade Tree Commission
* A new book return has been ordered and will be delivered mid-September. Thank you very much to the Friends of the Library for the purchase of this much, MUCH needed item.
* RetroScope: We are awaiting the iPad and kiosk from New Hope Celebrates to host the RetroScope LGBT history site. This should be ready for installation shortly. Thanks to Pamm Kerr for donating the desk for the kiosk.
* Earth Piercing, the sculpture by Michael Cooper, was installed Friday, August 5 and looks great. Thanks to everyone who made this possible
* A committee from the Pennsylvania Horticultural Society came out to judge our children’s garden for their garden contest. The ladies were very gracious and Beth’s daughter Eva was an excellent docent. Thanks to Beth for submitting the application and Gene for suggesting it.
* Strategic Planning: Earlier this month Beth and Connie spoke to Chris Snyder to go over the suggested list of names of people to invite to be part of our strategic planning committee. Connie had circulated the suggested list to the board for further suggestions/comments and has recirculated the “final” list. In order to have our results finalized by the end of the year, we will have to have our first planning session at the beginning of October. Connie would suggest the evening of Thursday, October 6 or Friday, October 7, since the library closes at 5pm. She would like to start contacting people this week, however if anyone knows someone on this list personally and would like to reach out to contact them, please do so.

**V. BUILDING/PROPERTY** – Reid McCarthy

 A. Sculpture Installation Update

 B. Gutter or other issues

Our gutters appear to be backed up and we may need to consider quarterly cleaning of the gutters in our budget. We are getting estimates to remove the tree out front that is in bad shape.

**VI. DEVELOPMENT** – Jacqui Griffith

We have a presentation to the township on September 6 to request an increase in funding. We think it would be helpful to have members of the community who support the library in attendance.

**VII. MARKETING** – Gene Underwood

**Renovations/Results**

* The August 3 issue of the Bucks County Herald carried a page-dominant feature with two photos about how the library’s renovations are already yielding results. Gene will bring it to the meeting in case anyone missed it. Gene thanked Connie for helping him by gathering and supplying the statistics.
* We had previewed these results in a letter that went to our top 60 capital campaign donors. Thank you to Beth, who hand signed and personalized all the letters.

  **Supporting the Arts Community**  **Sculpture**

* The Michael Cooper sculpture, “Earth Piercing,” was installed with the help of New Hope Arts on August 4. The sculptor and his son actually helped with the significant digging needed. Carol Taylor came by and took installation-in-progress photos after Gene had to leave. Connie made a hefty album of these for the Facebook page.
* Working in concert with Carol Cruickshanks, director of New Hope Arts, we jointly issued a press release and photos, and it has already been picked up by New Hope Free Press and nj.com.
* One reason we chose this artwork was it had a strong color presence, and memorable graphic appearance. We hope it will raise the visibility of the library to all passersby, and Gene hopes we will use photos of the library with this out front now, and not use old photos in our marketing. When we bring on new members of the board, for example, and do press releases, let’s think to pose photos in front of the sculpture so the public associates us with it for the time it is here.  New Hope Arts has issued this: http://www.newhopearts.org/default.aspx?pg=891

**Concert**

• Concordia will rehearse its new concert at the library on September 14. It is open to the public. Gene will be contacting the director to see if we can get a quote to have some fodder for a press release and social media. We just want to make the statement that our library supports the arts community in various ways. This could help our board when appealing to the supervisors. It also raises the visibility of the library and helps us acquire new names in our database.

**Upcoming •** Following the September strategy meetings we will draft a marketing plan benefitting from the findings of the meetings.

**VIII. GOVERNANCE** – Susan Atkinson

**IX. FRIENDS’ REPORT** – Charlie Huchet (presented by Karl Varnai)

HARVEST MOON SQUARE DANCE

The Harvest Moon Square Dance, to take place on September 10th at the Barn at Hope Ridge Farm at 2030 Aquetong Road in New Hope, is in its final stages of preparation. The Long Hill String Band will return to provide the lively music, as assured we are by Karl Varnai. Wine and beer will be avail to keep one hydrated. Also lots of good food!

If you have not purchased tickets yet, you are urged to do so NOW. Sales, as yet, are slow so we need a morale boost by your support. Advance tickets are $35 each for members of FOL. You may purchase them online at [www.Friendsflnhs.org](http://www.Friendsflnhs.org) or by calling 215-862-5705.

FOL SUPPORT OF NEW COMPUTERS

The FOL received a request from Connie Hillman to underwrite the purchase of 2 laptop computers rather than desktop models. This was recommended, as it would allow much more flexibility of use do to their mobility. The FOL Board to increase its allocation for computers in 2016 by $308 to allow for this purchase.

EXTERNAL BOOK DROP

The FOL Board and Connie Hillman came to an agreement to purchase a new external book depository for the Library to replace the one presently in place. The cost is approximately $2500. It should arrive in 3-5 weeks.

POSSIBLE JOINT FOL /LIBRARY BOARD FUNDRAISER

Discussions are underway to assess the feasibility of holding a major joint fundraiser with a Mardi Gras or Fat Tuesday theme in February 2017. We are awaiting further word with baited breath.

MUTUAL ACCESS TO RESPECTIVE BOARD MINUTES
Toward greater mutual awareness, each Board is being encouraged to read one another’s minutes of their respective Board meetings. The FOL is now proceeding to post its minutes.

The meeting was adjourned at 7:15.

Respectfully submitted,

Polly Wood

Secretary