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

**Board of Trustees Meeting Minutes – DRAFT COPY**

**August 20, 2014**

**PRESENT:** Jacqui Griffith, President; Beth Houlton, Vice President, Ellen Stiefel, Treasurer, Polly Wood, Secretary, Connie Hillman, Carol Taylor,

Also in attendance: Charlie Huchet

**I. CALL TO BUSINESS**- Jacqui Griffith at 5:40.

 a. Call to Order and Attendance

 b. **MOTION** by Ellento Accept Minutes of the July 16 Meeting, **SECONDED** by Carol, **APPROVED** by all

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

* District Information
	+ BCFL and the branches will no longer issue guest passes for their computers as of October 2014. As an independent library, we can continue as we have. We have not had issues with the computers so this does not apply to us.
	+ Chris Snyder purchased tote bags to be distributed or sold in honor of the library system’s new logo. Unfortunately, our library name was shortened to “New Hope” for space reasons. Connie declined the bags because she did not want to run the risk of offending Solebury, especially as we petition for an increase in funding. Connie mentions this only because we may see them from other libraries and wonder why we do not have them.
	+ Impact survey: Attached for our perusal. Interesting to note that there were numerous complaints about the noise that is now permitted in many libraries. We do not have these complaints and have had compliments about our staff.
	+ Staff development day is on October 13 (Columbus Day). County-wide trainings are offered to all library employees. Board members and Friends are also welcome to attend. One workshop which was highly recommended for trustees and Friends is “How to Ruin Your Library’s Reputation in 10 Easy Steps.” It is all about raising awareness and conveying positive messages about the library throughout your community. Connie will have more details as we get closer to the date and they will want a head count, so please bear this in mind if any are interested in attending. Connie will send a schedule when she gets one.
* Summer Reading is winding down. The library is just concluding two weeks of elementary French and the program will finally conclude. Overall, it has been a very good summer. The library has given out over 300 reading logs, conducted over 65 programs and had over 700 people (as of July) attending programs. Final numbers to come in September. This year a special outreach was made to ESL students and their families and much to the library's delight, many of them took part. One of the prize winners happened to be one such student. Patricia did a very good job of running the program and was assisted by a team of wonderful teenage volunteers.
* Renovations/grant update:
	+ Our building is currently being painted. According to John, the large tree in back should be coming down next week.
	+ The library has been turning off the downstairs air conditioner at night in an effort to make it stretch out the summer. It seems to be holding its own, thanks in part to the Polar vortex.
	+ Connie spoke with architect Joe Phillips about our grant application and what to do about procuring estimates for the Keystone grant. He is aware of our deadline (October 6) and will provide us with a cost estimate, so he suggested not gathering estimates as yet. We also received the initial existing floor plan from him. We would be notified in spring of 2015.
	+ Connie is in the process of gathering letters of support necessary for the grant submission.
* Eric and Connie completed the e-Tapestry training in July and are currently playing with “dummy” data to explore the program. It will take a bit longer than originally believed to convert our database into e-Tapestry as our records are rather unique. Our deadline is to have it ready by the November annual fund drive.

**III. FINANCE REPORT**- Ellen Stiefel

**Monthly Fundraising Update**

|  |  |  |  |
| --- | --- | --- | --- |
| **SOURCE** | **GOAL** | **TO DATE** | **NOTES** |
| Board Fundraisers | $27,500 | $18,800 | $13,200 Read-A-Thon. $1,800 MUD. $3,800 Ted Tally. |
| Annual Fund | $40,000 | $25,800 |  |
| Friends | $12,000 | $6,000 |  |
| **TOTAL** | **$79,500** | **$50,600** |  |

**2014 Financials**

* Annual Fund results appear strong.
	+ The Library received a stock donation worth about $1,500 from a generous patron (included above).
* The Library received $47,000 from Solebury Township in July. YTD we have received $52,500 and do expect to receive the total budgeted amount of $60,000 by year-end.
* Year-round book sales have yielded $1,327 through July. The annual budgeted amount is $1,000.
* The Library spent about $1,500 to repair the basement door (this was an unexpected expense).
* We just received a gift from Vivien Francesco’s family fund for $1,000

**Action Items**

* Next Investment Committee meeting – Tuesday, October 7th at 9:00am

 a. Discussion

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

 a. Update on Solebury Township Request

 Solebury has requested a formal letter with the request for funds

 b. Any Updates from Donovan and Associates on Building Renovations

 When Connie sees them tomorrow she will ask if they have a time

 frame for the general two plans so we have something to share at the

 September meeting.

**V. FRIENDS REPORT**- Charlie Huchet

 a. Upcoming Book Sale Starting September 5

 b. The friends grossed over $1,000 from the canal concert

c. Planning a truck sale mid-October with books, gently used bags and

 jewelry

**VI. COMMITTEE REPORTS**

 a. Development- Listening Sessions- Jacqui

 Kay and Jacqui sent out 65 letters. We currently have six responses.

 b. Physical Plant- Jerry

 The tree is coming down!

**VII. MUNICIPAL ISSUES**- New Hope Borough Report- Polly

 Polly, Connie and Jacqui made a presentation to the Borough Council at

 the most recent Borough Council meeting requesting an increase in

 funding.

The meeting was adjourned at 6:57. **MOTION** by Jerry, **SECONDED** by Polly