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

**Board of Trustees Meeting Minutes**

**Wednesday, September 16, 2015**

The meeting will began at 5:30 with a presentation by Jim Linske and Joe Phillips

of Phillips and Donovan. The Renovation Project was reviewed for final approval.

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

Also in attendance: Joe Phillips, Jim Linske, Linda Landis, Carol Spencer, Paul Spencer, Charlie Huchet

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

 a. Call to Order and Attendance by Jacqui Griffith at 5:23

 b. **MOTION** by Polly to accept the August Minutes. **SECONDED** by Beth, **APPROVED** by all.

Jim went over the bidding process and presented information on the three bidders. The low bidder was Walter Brucker. They called the four references given and received positive recommendations. They have worked with him before and have been pleased with their work. Phillips Donovan has prepared contracts for the bidder. Reid took the contracts to an attorney and had her review them (pro bono). She made a couple of suggestions, which we have incorporated. There was some discussion of payment schedules and smaller details.

**MOTION** by Beth to authorize Jacqui to sign, on the library’s behalf, the two contracts (one for the grant portion and one for the remaining work) as proposed by Phillips and Donovan between the library and Walter Brucker and Co. of Dublin, PA to proceed with the renovation of the library starting as soon as practical. **SECONDED** by Polly, **APPROVED** by all.

**II. FINANCE REPORT**- Ron Cronise

**2015 Fundraising Update through 31 August 2015**

|  |  |  |  |
| --- | --- | --- | --- |
| **SOURCE** | **BUDGET** | **ACTUAL** | **NOTES** |
| Read-A-Thon | $10,000 | $10,808 | Total Budget for Board Events is $15,000 |
| Annual Fund | $31,667 | $21,825 | Includes add’l $2,000 from Paul Grand Event |
| **TOTAL** | **$41,667** |  **$32,633** |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **BUDGET** | **ACTUAL** | **NOTES** |
| Cash Received | $189,511 | $191,799 | We’ve rec’d about $2K more than budgeted |
| Cash Expended | $161,282 | $163,643 | We’ve spent about $2K more than budgeted |
| **Net Cash** |  **$28,229** | **$28,156** |  |

* Through 31 August we have had a YTD loss on our endowment investments of $7,815. Since changing to our present investment plan we have a gain of $20,648.
* Year-over-year the Library’s equity on the Balance Sheet increased by $224,973 to $1,527,958.
* On 31 August we were holding $306,461 in cash plus $46,588 in non-endowment investments. Of the cash $215,729 is Capital Campaign contributions leaving $90,732 for future operating expenses. We decreased our operating cash in August by $15,153.

 Project Renovation Funding Status

Ron has applied for the loan. He has verbal assurance we should be getting it but their loan committee does not meet until next week. Beth publicly thanked all of those who have donated to our campaign. This has been a great effort by all.

**III. RENOVATION REPORT** –Reid McCarthy and Carol Taylor

 The shelving and door need to be ordered and Bertie Miller has to be contacted regarding the desk.

**IV. GOVERNANCE**-Beth Houlton

 Beth discussed the role of the governance committee, which, among other things, is responsible for putting forth a slate of officers. We don’t have this in our by-laws, so Beth is in the process of putting together a motion to amend the by-laws.

Winterfest is Jan. 23 to January 31. The Pancake breakfast will be the 31st, which is when the Read-a-thon winners will be announced.

Saturday, Jan. 9 from 9 – 12 will be our annual meeting at Thompson Memorial Church to discuss our strategy/vision for the library going forward.

**V. DEVELOPMENT REPORT-**Kay Reiss

 We need to increase our donor base. The Development Committee would like to create an Advisory Committee to help the library. The Advisory Committee would be 8 – 10 people, vetted by the board, with a term of office (job description was passed out at the meeting). Unlike the Friends, they would not be doing fundraising. They will be connectors who can reach out to people they know who might be able to help the library. They would network with friends and business connections engaging potential donors. Jacqui would like to see this group be in charge of a major fundraiser. She feels the group needs to have a purpose instead of just meeting four times a year. Much discussion ensued. This idea is going to be shaped a little further and discussed again next month. The library has never had a Development Committee before so we need to figure out exactly how best to approach this. Gene suggested we don’t necessarily want a committee to give us advice, but we need to approach bigger donors including corporate donors.

**VI. MARKETING REPORT**-Gene Underwood

 Gene passed out a timeline of initiatives that we will be doing. He discussed what our messages will be for each initiative and how we will get the messages out to the community. We will have a new website and logo. We would like to find some volunteers to help with the Social Media piece. We need to build our audience database. We want to try to cultivate a new audience that will get information on line as well as the traditional way. We also need to implement a branded fundraising schedule. Gene will bring some ideas to the next meeting for a possible logo change. The biggest thing is we don’t want people to associate the library with the building; they need to associate the library with what it can do for them. Beth suggested that High School students might be a good idea for Social Media help.

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

(Information sent via email)

Operational move update:
1.       The following collections have been closed out and boxed for the move: Biography, Arts, Music, Local History, Large Print, Graphic Novels, Great Courses, Parent-teacher and certain non-fiction areas of the children’s collection. Because we had to check these out in order to render the collections unavailable, our circulation stats are incredibly high for August.
2.       Connie made arrangements for the phone to be transferred over to St. Martin’s Monday, September 21. The phone company will need to get into the new space for pretesting on Thursday, September 17. We take possession of St. Martin’s on the 15th.  Connie will ask Bud to give Eric the key to the property then.
3.        IT will be coming Friday, Sept. 25 to hook up our computers.
4.        Connie has put in a change of address notice with the post office and suspended our oil deliveries: Of the two oil tanks, once was scheduled to be filled in November, the other in January. Connie think’s we should be able to hang on during the renovation, but we can always call them if need be. Trash pickup will be suspended as of September 30. Cleaning service has also been suspended as of September 15.
5.       BCFL has a large library outdoor flag (the kind we can stake into the ground), which Connie has reserved for the week of the 28th. It might help folks find us in the beginning.
6.       Eric will work with Gene on the thank-you email and the we-did-it email to go out next week. A moving notice has already gone out. A 'housewarming' notice will go out September 23.
7.     The movers will be coming Tuesday, September 22 and Wednesday, September 23.

Additional:
Eric and Patricia attended the Black Belt Librarian workshop on library security and dealing with problematic patrons.

Solebury Day is scheduled for September 19. Thank you to the board members and volunteers who will be assisting Darcy and Eric that day.

We will be using up our Teen Reading Lounge grant before we move with a book discussion, presentation and movie showing of Beastly by Alix Flynn.

**VIII. FRIEND’S REPORT-** Charlie Huchet

THE 2015 ANNUAL BOOK SALE

The FOL reported in the August Monthly Friends Report that the total sales (with only 3 remaining days in the sale) amounted to $4,937.25. Final results have been tabulated to show a total of $6,205. This is the largest amount ever produced by any Annual Book Sale.

CONTRIBUTION TO THE LIBRARY BOARD

The success of the Annual Book Sale has allowed the FOL to approve a contribution of $5,000 to the Library Board of Trustees toward the purchase and installation of the motorized wheelchair lift in the forthcoming renovated library. The final cost of this equipment has been reported to be $15, 500. The proceeds from the forthcoming Americana event will be designated toward this purchase. The Friends will cover the remaining balance, by vote of the FOL Board.

“CELEBRATE AMERICANA” SATURDAY, OCTOBER 10

The Library Board is reminded of the next FOL fund raising event to take place four weeks from this Saturday entitled “Celebrate Americana” featuring “down home” American food, music by the Long Hill String Band, good old time square and contra-dancing led by Sue Dupree (jump in or enjoy watching) a silent auction of American crafts and local themed items, and five local realtors best cookie contest. Beer, soda, and water shall be provided. People are urged to purchase tickets and have a lot of fun by calling 215-862-5705 or purchase tickets online at [www.friendsflnhs.org](http://www.friendsflnhs.org). OR mail in a donation with a check made out to “Friends of the NH & S Library. Indicate on the check that it is to be used for the library’s wheel chair lift. Mail it to:

Carol Spencer

108 Sunset Dr.

New Hope, PA 18938

Tickets are $40 per person if purchased in advance - $45 at the door. Seating is limited so we recommend advanced purchase. The barn at Hope Ridge Farm is located at 2050 Aquetong Road, near its intersection with Sugan Road. Its owner, Hugh Marshall, President of Hugh Marshall Landscape Contractors, Inc, is donating its use. Be assured, this is an a-political event!

Respectfully Submitted,

Polly Wood

Secretary