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

**Board of Trustees Meeting Minutes**

**September 18, 2013**

**PRESENT**: Jacqui Griffith, President; Susan Atkinson, Vice President; Ellen Stiefel, Treasurer; Beth Houlton, Secretary; Laurie Brick; Kathy Meier; Bill Behre; Carol Taylor; Lawrence Booth.

I. **CALL TO BUSINESS**. Jacqui at 6:05pm.

II. **APPPROVAL OF PREVIOUS MEETING MINUTES**. MOTION by Laurie to approve minutes from August meeting, SECONDED by Susan, APPROVED by all.

III. **FRIENDS REPORT**. Lady Haight-Ashton was not present and did not submit a report. Board members generally commented on the lack of recent activity in the Friends group, and noted that even when there is no active Friends group, we should maintain the 501(c)(3) status for the entity for any future Friends activity.

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

A. **E-READER PROJECT**. Connie has established an Amazon account for the Library as a non-profit and will start ordering some Kindles to begin that project in October, with a projected launch in November. She has contacted Chris Snyder about ways to set this up in the catalog for circulation purposes.

B. **DISTRICT INFORMATION**.

1. Workshop opportunities. There will be a Trustee Workshop in Doylestown, on September 21, either 9am-12pm or 1-4pm. The speaker is Michael Kumer. Board members please respond directly to Chris Snyder if you can attend. Beth intends to go.

C. **PROGRAMMING/OUTREACH**.

1. Patricia and Eric represented the Library at back to school nights at the Lower and Upper Elementary Schools.

2. There was a great turnout for *Lolly & Yoyo*, an interactive song and story program at the end of August. Forty-one children and 35 parents danced and had fun on the library lawn.

3.*Kindergarten Here I Come* had 18 children attending. Connie stated that it was very rewarding to see the children making new friends with their new classmates.

D. **DREW AUGENBLICK**. Jacqui and Connie met with Drew Augenblick regarding the endowment, its purpose and its current use. According to Drew, the endowment and its interest is meant solely to fund the library’s collection---current and future. They do not want the money to go toward any sort of capital project, including the proposed new building. Having established that, they discussed what the Augenblicks would consider appropriate use of their funding for the Library’s collection. They completely understand the “gentle use” of classics and are willing to expand on the parameters of the endowment’s use as long as the money is used to purchase materials in keeping with Richard Augenblick’s preferences and character. Beyond that, Drew left that up to the director’s discretion. Understanding that Richard was a lover of good books and a dedicated teacher, Connie feels that it would be appropriate to expand the funding to cover current materials that have received excellent reviews, novels by timeless authors, and non-fiction. She went over the last eight months of materials ordered and so far has identified about $3,000 worth of materials that can be coded to Augenblick. That list will be sent to Linda so she can make the appropriate changes to the book budget. Meanwhile, any new materials Connie orders that fit the bill are being coded to Augenblick.

E. **PARKING.** Several patrons have asked Connie about having lines painted on the street to designate parking spaces in the front of the building. She contacted the police chief, who in turn contacted the director of public works. If we were to paint parking lines on in front of the Library, it would need to be according to PennDot standards and we would end up actually losing a space.

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

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

1. Year-to-date fund drive contributions total $20,800. Annual goal is $40,000.

2. The estimate of the operational shortfall for 2013 is approximately $20,000, assuming the White Party raises $30,000.

B. **WHITE PARTY UPDATE.**

1. Sponsorships now total $20,500. This meets the $20,000 goal, but of course more is better.We received a generous donation from the Augenblick family.

2. Update on ticket sales – As of September 10th, ticket sales and donations totaled $6,550. The goal for ticket sales, donations, and auction items is $30,000.

3. Please provide all expense receipts to the Treasurer as soon as possible before or after the event so we can quickly determine the fundraising profit.Please provide receipts or amounts spent even if you are not looking for reimbursement. It is important to track the total expenses for the party, including donated items.

4. Insurance needs to be verified for party (John was going to take care of it, but hasn’t yet been paid for).

**C. STOCK SALE UPDATE.** Sold 7 shares of CSX on 8/29/13 for net proceed of $166. No longer any outstanding stock shares and all stock shares have been sold and proceeds moved to money market account.

**D. OTHER.**

1. Augenblick money – Connie discussed with the Augenblick family the idea of widening the allowed collection purchases from this money and they were somewhat agreeable. The Library can likely spend a few thousand dollars more each year from this money. This will free up some money for operational expenses. The family was not interested in this money being used for any type of capital project in the future.

2. Second Library Fund Drive will be held in November. Preparation for drive should take place in October (letter, printing, etc.). Language of letter was discussed. Bill and Jacqui will write a first draft of the letter.

The next Finance Committee meeting will be held in on **Wednesday, October 9th at 2:00pm** to discuss the 2014 Budget.

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

A. **EXECUTIVE BOARD SESSION** – To be held on October 2, 2013, 5:30pm, at New Hope High School Library. Jacqui requested everyone’s presence.

B. **BOARD TERM DISCUSSION** – John, Kathy and Laurie’s terms are ending on December 31, 2013. Kathy has agreed to stay on, but Laurie has expressed that she has competing commitments elsewhere so she will give up her seat to someone else. Susan is looking to end her term early if someone can be found to replace her as a New Hope representative.

C. **REVIEW OF FUNDRAISING PROPOSAL BY LAWRENCE BOOTH** – Artist Paul Grand has presented a signed proposal for an October 2014 fundraiser for the Library. Lawrence distributed that proposal to the Board and described what the event would be like. Board members would have to agree to do it, provide a subcommittee to help organize it, and agree to give the $10,000 initial contribution from Mr. Grand back to him if the Library does not hold the event for whatever reason in the end. The goal would be to get $250-$350/ticket for 50 people only for this exclusive event. Go to [www.paulgrandphotos.com](http://www.paulgrandphotos.com) for more information about Mr. Grand. Jacqui and Bill will draft a letter to Mr. Grand accepting his proposal with certain qualifications to protect the Library and address certain concerns raised by Board members present.

MOTION by Bill to authorize Jacqui to sign a letter with terms she believes would be acceptable to the Board to accept on behalf of the Board the proposal from Paul Grand to hold a fundraiser in October 2014 and form a Board Committee led by Kathy to assist in the organization and running of the event. SECONDED by Kathy, and APPROVED by all.

VII. **COMMITTEE REPORTS.**

A. **GOVERNANCE.** Susan Atkinson.

1. New language for a Whistleblower Policy and Policy Retention will be addressed soon, but no vote or discussion tonight due to lack of time. Susan distributed revised Behavior Policy, including pet policy, for Board member review, but no vote taken at this time.

2. Susan has revised Employee Handbook and will talk more to Connie about the proposed changes when she returns from vacation, but Susan encouraged the Board to review the proposed revisions. It was generally noted that the Employee Handbook should only apply to paid staff and that the Library should have a separate one for volunteers.

C. **PLANNING AND DEVELOPMENT COMMITTEE.** Bill Behre, Carol Taylor.

1. Update on Strategic Plan – Carol and Bill distributed revised strategic goals for Library, but warned that we still need to add details to the document to make it meaningful. Board members should review the document and send comments to Carol and Bill. Further discussion on this plan will occur when the Board meets in October. Kathy noted the importance of outreach to and collaboration with other organizations in the community.

VIII. **MUNICIPAL NEWS.**  Laurie Brick. Laurie attended last night’s Solebury Township’s Board of Supervisors meeting and secured a place on the agenda on the Township’s budget meeting on November 7, 2013, to talk about the library’s current activities and financial situation. It was noted that we are usually invited to the December budget meeting to state the continued case for mill tax revenue. Carol will talk to someone on the Board of Supervisors to continue a good rapport with them.

IX. **POLICY ISSUES.** - NONE

X. **OLD BUSINESS.** – NONE

XI. **NEW BUSINESS**. – NONE

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

XIII. **MOTION TO ADJOURN**: MOVED by Jacqui at 7:28pm, SECONDED by Beth and APPROVED by all.

The next meeting of the Board of Trustees will be held on October 16, 2013, at 5:30pm.

Respectfully Submitted,

Beth Houlton

Secretary