

THE FREE LIBRARY OF NEW HOPE AND SOLEBURY
Board of Trustees Meeting Minutes - Draft copy
July 20, 2016

In attendance: Beth Houlton, President; Carol Taylor, Vice-President; Ron Cronise, Treasurer; Jacqui Griffith, Reid McCarthy, Kay Reiss, Gene Underwood, Susan Atkinson

Also in attendance: Charlie Huchet, Pamm Kerr

I. CALL TO ORDER – Beth Houlton

A. The meeting was called to order by Beth at 5:29.

B. **MOTION** by Ron to accept the June Meeting Minutes. **SECONDED** by Susan. **APPROVED** by all.

C. Beth reported that the board met in executive session prior to the meeting.

II. FINANCE REPORT – Ron Cronise

A. Treasurer’s Report

- Ron presented a new format for the treasurer's report, which identifies Gross Income, Expenses, Net Income and Y-T-D Budget. The board responded favorably to receiving additional budgetary information in this new format.
- Ron proposed that the board put all funds received in 2016 from 2017 Read-A-Thon sponsors in a reserve account to be used for 2017 Read-A-Thon expenses. The board expressed support of this change.

2016 Fundraising Update though 30 June 2016

SOURCE	GROSS INCOME	EXPENSES	NET INCOME	YTD BUDGET	NOTES
Annual Fund	\$23,122	\$2,989	\$20,133	\$15,000	
Read-A-Thon	\$13,025	\$3,000	\$10,025		Change in exp. accounting
S. Branch Tea	\$5,102	\$300	\$4,802		
Rumba Party	\$11,855	\$2,663	\$9,192		
Sub-Total	\$29,982	\$5,963	\$24,019	\$20,500	Budget \$ is Annual Budget
Fundraising Grand Totals	\$53,104	\$8,952	\$44,152	\$35,500	

Receipts/Expenditures through 30 June 2016

	Actual	Budget	Notes
Receipts	\$135,262	\$116,875	Received 18K more than budgeted
Expenditures	\$122,338	\$131,266	Spent \$9K less than budgeted
Profit/Loss	\$12,924	-\$14,391	Approx. \$27K ahead of budget

- Through 30 June we have a Y-T-D **gain** on our endowment investments of \$26,511. Since changing to our present investment plan, we have a **gain** of \$58,420.
- On 30 June we were holding \$75,450 in cash plus \$38,065 in non-endowment investments.
- The board discussed future fundraising efforts and informally agreed that we will determine our fundraising strategy for 2017 at a later date.

B. Shandelmier Bequest. **MOTION** by Reid to authorize Beth to accept, on behalf of the library, \$8,517.65 from the Shandelmier Estate, instead of the \$10,000 initially bequeathed to the library. **SECONDED** by Ron. **APPROVED** by all.

C. Renovation Financials. All bills related to the library renovation have been paid, and the \$10,000 transferred from our reserve fund will be returned that account.

D. Audit. The library's financial audit has been completed, and we received a clean opinion. Ron suggested that we prepare our own statement at the end of the year for review in addition to the auditor's report.

IV. **DIRECTOR'S REPORT** – Provided in written format by Connie Hillman

- Interest in the summer reading program is going very well. Nearly all of the program offerings are filled and so far there are about 200 kids reading as part of the program.
- Summer reading programs officially begin June 28. Registration is currently going on.
- Connie has applied for a continuation grant to host another teen reading lounge program this winter. It is a matching grant and will make our dollars go farther. Mary Schwander from the high school will be serving as the facilitator again.
- The circulating collection is now finally completely out of storage! We still need to work on the local history (which needs a lot of culling), but it was a thrill to see the floor in the workroom and furnace room. The staff will be working on better storage for the office supplies.

- There were several building issues over the last month that needed to be resolved:
 - There were problems with both air conditioner compressors (one day after another), which have been fixed. At the recommendation of Jerry, the mechanical air conditioning contractor, Connie purchased a hose reel to store the hose away from the compressors to avoid damaging them.
 - Our front door had become swollen with humidity. Mike Reed returned to plane it down a bit. It is better but still sticking a bit. Connie is reluctant to have him shave more off of the door since this will create a draft in the winter months.
 - We had an infestation of wasps in a corner of the overhang in the children's garden. SWAT came out and sprayed. Connie has asked Paul Spencer to caulk up the remaining opening to avoid another nest.
 - Patricia noticed that several carpet squares in the children's department have come loose. Chip Brucker is getting in contact with the installer for us.
- We had some great programs this past month. In particular, Tom Sharpe from Manneheim Steamroller. There was standing room only and everyone enjoyed his performance. The acoustics on the main floor are very good and we are looking forward to future concerts.

V. BUILDING/RENOVATION

A. Sculpture Installation Update. Sculptor, Michael Cooper, is prepared to have his sculpture installed in front of the library on August 5th. Harry Gordon will lead the installation, free of charge. The installation date may change. The board discussed photographing the installation and contacting the press. Pamm Kerr stated that New Hope Arts is excited about the library's participation in their project. The board expressed appreciation to New Hope Arts, Michael Cooper, Harry Gordon and all board and community members who are working on this exciting initiative.

B. Larger Donor Board. Gene and Beth are preparing a larger version of our donor board.

VI. DEVELOPMENT – Kay Reiss

- A. Spring/Fall Appeal update.
- Kay reported that the Fall Appeal will be rolled out in accordance with last year's schedule.

- Kay noted that the library has received very few on-line donations during the Spring Appeal.
- Analysis indicates that we received a greater number of donations from previous donors than new donors. We should be able to reduce our cost of fall/spring mailings going forward based on this analysis.
- The board discussed the need to further manage and interpret data to determine development and marketing strategies. Beth and the board expressed appreciation to Gene for all of his efforts with respect to managing donor data.
- The board informally agreed that we need to have further discussions about maximizing our use of eTapestry.

VII. MARKETING – Gene Underwood

- Gene and the board expressed eagerness to conduct the strategic planning session.
- Charlie Huchet and Beth met with the Friends and Chris Snyder last week to discuss the strategic planning session, and Beth and Charlie agreed that the meeting was very informative.
- The board expressed a preference for Beth to work with Connie to develop the list of community participants in the strategic planning session, which most likely will not include library board members. The participant list will be based on input from Connie, board members and others in the community.

VIII. GOVERNANCE – Susan Atkinson

- Susan will research matters related to executive session, including evaluation of contractors and subcontractors, and rules governing adjournment to executive session.
- Beth will prepare and disseminate a revised list of committee chairs and members.
- Kay will be leaving the board in December, and this fall she will begin transitioning out of her role as Chair of Development. The board expressed disappointment that Kay will be leaving the board and appreciation for everything that she has contributed.

IX. FRIENDS' REPORT – Charlie Huchet

- The Paxton Farm event was well attended (40 guests) and greatly enjoyed. All members of the Friends attended. The event raised \$1,300, and Charlie expressed thanks to Pamm and Chris for all of their efforts.

- Charlie, Pamm and the library board discussed the possibility of collecting contact information from Friends' events and providing that information to the library.
- Charlie noted that the Friends met with Chris Snyder regarding the library's strategic planning session.
- The Friends are pleased that Karl Varnai is the organization's President Elect, and Karl will take office as President in May, 2017.
- Pamm reported that the Friends' Harvest Moon Square Dance will be held on September 10th at Hugh and Donna Marshall's barn at Hope Ridge Farm. This promises to be a fantastic event, and all are encouraged to attend.

X. Adjournment – The meeting was adjourned at 6.31.

Respectfully submitted,

Susan Atkinson