

FREE LIBRARY OF NEW HOPE & SOLEBURY
Board of Trustees Meeting Minutes
December 21, 2016

In attendance: Beth Houlton, President; Ron Cronise, Treasurer; Polly Wood, Secretary; Jacqui Griffith, Kay Reiss, Connie Hillman, Susan Atkinson

I. CALL TO ORDER – Beth Houlton

The meeting was brought to order by Beth at 5:30.

A. **MOTION** by Ron, to accept the November meeting minutes. **SECONDED** by Kay, **APPROVED** by all.

II. FINANCE REPORT – Ron Cronise

A. Treasurer's Report

FUNDRAISING UPDATE THROUGH 30 NOVEMBER 2016

Source	Gross Income	Expenses	Net Income	YTD Budget	Notes
Annual Fund	\$37,410	\$4,335	\$33,075	\$25,000	
Board Sponsored Events					
Read-A-Thon	\$13,025	\$3,000	\$10,025		
Susan Branch Tea	\$5,102	\$300	\$5,102		
Rhumba Garden Party	\$11,855	\$2,888	\$8,967		
Sub-Total	\$29,982	\$6,188	\$24,094	\$20,500	Budget is Annual Budget
Fundraising Grand Totals	\$67,392	\$10,523	\$57,169	\$45,500	

RECEIPTS/EXPENDITURES THROUGH 30 NOVEMBER 2016

	Actual	Budget	Notes
Receipts	\$255,596	\$224,285	we have received \$31K more than budgeted
Expenditures	\$220,823	\$233,619	we have spent \$13K less than budgeted
Profit/Loss	\$34,773	-\$9,334	we are about \$44K ahead of budget

INVESTMENTS (as of 1 December 2016)

	Current Balance	Gain/Loss Since Inception	Gain/Loss YTD	YTD ROI	
Unrestricted Endowment	\$746,935	\$66,716	\$44,679	6%	
Restricted Endowment	\$98,880	\$15,808	\$5,936	6%	
Sub-Total	\$845,815	\$82,524	\$50,615	6%	
Non-Endowment Investments	\$47,811	\$1,463	\$1,114	2%	
Grand Total	\$893,626	\$83,987	\$51,729	6%	

CASH POSITION

	This Month	Last Month	Difference	Months Covered
	\$88,779	\$96,071	-\$7,292	4.2

NET WORTH

	November 30, 2016	November 30, 2015	Difference	ROE
	\$1,635,984	\$1,514,401	\$121,583	8.0%

Receipts/Expenditures and Cash Position are net of Capital Campaign activity

B. **MOTION** by Polly, to approve the 2017 Operating Budget proposed by Ron at the November board meeting. **SECONDED** by Jacqui, **APPROVED** by all.

C. Vote relating to accountant's services

MOTION by Ron, to hire Bee Bergwall as our accountant for the 2017 year for the amount of \$4,450. **SECONDED** by Kay, **APPROVED** by all.

III. DIRECTOR'S REPORT – Connie Hillman

- **Gutter/Leak** Eismann started working on the gutter/roof issues Monday, December 19.
- **Front door/draft situation:** Thus far, the temperature at the front desk has been okay. The staff has not been inundated by gusts of cold wind and the heater behind the desk has been doing a very good job of keeping the area comfortable. Connie has spoken to the staff and several volunteers and apart from one person, everyone seems okay thus far. We have yet to hit the coldest time of the year. Connie's suggestion to the building committee is to purchase an air curtain from Amazon and have our electrician install it. It would be used on the coldest of days. Total cost would probably be about \$350. Connie would like permission to act on this when warranted. **MOTION** by Polly, to authorize Connie to purchase an air curtain as needed the cost not to exceed \$350. **SECONDED** by Beth, **APPROVED** by all.
- **System meeting.** The system member libraries met with Martina Kominarek regarding the dissolution of the library system. They will be meeting again in February for further discussion. Essentially as all of our present services are covered under other contacts and agreements, the system agreement does little other than offering priority to system member libraries over non-system members. The change would mean that we would be receiving our state aid directly from Harrisburg rather than through the system and be held accountable on our own, rather than aggregately, for state standards. Currently we meet all criteria for state aid.
- **Other district information:** The circulation polices are currently under review with a revision expected to be approved by the spring. ALA Online training webinars have been purchased by BCFL but will be made available to all libraries free of charge.
- **LEAP into Science:** On December 8, Patricia and Marge attended this workshop created by the Franklin Institute. Our library is one of the pilot libraries selected in southeastern Pennsylvania to host the program. The first of these family science workshops will be held at the end of January.
- We had some wonderful programs in December: a holiday concert featuring the New Hope-Solebury-Lambertville Community Choir and a Santa Story Time with

our very own Neil Gallagher as Santa. Both programs drew a great crowd and lots of very positive comments from patrons.

IV. STRATEGIC PLANNING – Beth Houlton

A. **MOTION** by Susan, to adopt a resolution, pursuant to Article 4 of the library's Amended and Restated By-laws, to designate a Strategic Planning Committee of the board, chaired by Beth, which will prepare a Strategic Plan to be proposed to the Board during 2017 and meet regularly thereafter to ensure implementation of that approved Strategic Plan. **SECONDED** by Ron, **APPROVED** by all. The committee will have Kay, Carol, Connie, a staff member and one or two others.

B. Update on progress and plan going forward

V. BUILDING/PROPERTY – Connie on behalf of Carol Taylor

We have someone coming next week to look into more soundproofing for downstairs. They will give us a proposal to consider. Carol continues to look into various options.

VI. DEVELOPMENT – Jacqui Griffith

A. Annual Fund Appeal update

We are close to \$60,000, which is what we raised last year. The updates from Eric have been great and the email reminders to the community are also very good. The development committee has come up with four goals, which will be discussed at the retreat. A conversation ensued regarding etapestry and what we can do to take full advantage of the program.

B. Mardi Gras Event progress

The party will be March 4 at Holly Hedge. Price will be \$150/ticket.

C. Read-A-Thon progress

Everything is moving forward. It will be held January 20-29, 2017. This corresponds with the Winter Festival. We have covered expenses through sponsors.

VII. MARKETING – Gene Underwood

VIII. GOVERNANCE – Susan Atkinson

A. **MOTION** by Susan, to elect Ron Cronise, Polly Wood and Kay Reiss to serve three year terms to begin on January 1, 2017 and end on December 31, 2019. **SECONDED** by Beth, **APPROVED** by all.

B. **MOTION** by Susan, to elect Beth Houlton to serve as the Board President, Carol Taylor to serve as the Board Vice-President, Ron Cronise to serve as the Board Treasurer and Polly Wood to serve as the Board Secretary for 2017. **SECONDED** by Jacqui, **APPROVED** by all.

IX. FRIENDS' REPORT – Charlie Huchet
No report was submitted.

The next time we meet will be at the planning meeting in January.

The meeting was adjourned at 6:30.

Respectfully submitted,
Polly Wood
Secretary