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

**Board of Trustees Meeting Minutes**

**Wednesday, February 15, 2017**

In attendance: Carol Taylor, Vice-President; Ron Cronise, Treasurer; Polly Wood, Kay Reiss, Jacqui Griffith, Gene Underwood, Connie Hillman

Also in attendance: Pamm Kerr, Charlie Huchet, Ellen Steiffel

**I. CALL TO ORDER –** Carol Taylor

The meeting was called to order by Carol at 5:30

**MOTION** by Kay, to Accept the January Meeting Minutes. **SECONDED** by Ron, **APPROVED** by all.

**II. READ-A-THON RESULTS REPORT –** Ellen Steiffel

Ellen reviewed the results from the Read-A-Thon, the results of which are posted on Dropbox. We had a big gain in middle school readers.

**III. FINANCE REPORT –** Ron Cronise



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

* **Soundproofing**. Robert Stein, one of our patrons and father of one of our former teen volunteers, came out to assess our soundproofing problems. He had some ideas that might help our situation. In addition to black sound panels, which could be discreetly hidden on top of our shelves, he proposed a new product, acoustic dots, which are about the size of quarters that could be placed strategically on the walls. While this wouldn’t entirely eliminate the noise issue, he feels it might take the edge off the noise and he is willing to set up a trial for us to live with for a bit to see if it helps. If it works, the cost would be $2500 for the entire package (he is giving us a discount). Thanks very much to Kay for initiating this conversation with him.
* **Front door/draft situation**: Connie contacted the electrician who installed the extra wiring for the air curtain and he needs to come out to show her where the wiring leads to so our electrician can find it. As previously stated, we have been okay temperature wise.
* Connie has begun compiling our statistics for our annual state report. Thanks to Linda for getting her the financial information. The report is due to Doylestown by March 3. In other state news, the preliminary budget for 2017-2018 was released and called for flat funding for the library subsidy.
* **PA Forward Star Library program**: Connie is currently working on fulfilling the requirement for us to meet bronze star status.
* **Thank you** to the Friends of the Library for purchasing a new book cart to replace the broken one in the children’s department.
* **Programs**
  + **Bilingual story time** went very well on Saturday, February 4. 10 children and 10 adults attended. Our presenter, Daisy Rodriguiz, was very happy with the overall turnout and excited to return next month. We are collaborating with the Sociedad Hispania Doylestown for this program and they have been very helpful in getting the word out to the Hispanic community.
  + **CPR Overview** was also very well received. This was not a certificate course, however participants received hands-on instruction as to how to administer layperson CPR. It was a great collaboration with Doylestown Hospital and they are happy to come back for other health-oriented trainings. This program counts as a PA Forward Library program in health literacy and towards our journey to obtaining our first star.
  + **Upcoming programs include:** Essential Oils (2/16), In Concert with Marc Berger (3/3), Alice Paul and the Suffragists (3/9), Ukulele Lessons (3/11, a collaboration with St. Andrew’s), Identity Theft (3/21 with the Bucks County Department of Consumer Protection) and the Teen Reading Lounge (3/1 through 3/31) with Mary Schwander from the high school serving as facilitator.

**V. STRATEGIC PLANNING** – Carol Taylor

The committee is working on refining the strategic plan and will have a draft before the next meeting so we can discuss it at the March meeting. Ideally, it will be complete by April and we can move forward.

**VI. BUILDING/PROPERTY**

**VII. DEVELOPMENT** – Jacqui Griffith

A. Masquerade Ball Event update

The response to ticket sales has not been great. The event has now been retooled and will be capped at 55 people. At this point, we will make less than half the amount originally planned. We are already at capacity.

**VIII. MARKETING** – Gene Underwood

**IX. GOVERNANCE**

A. Vote to Appoint Stephanie Baldwin to Library Board

**MOTION** by Polly, to appoint Stephanie Baldwin as trustee to serve the remainder of Reid McCarthy’s board term until December 31, 2018. **SECONDED** by Kay, **APPROVED** by all.

B. Vote to Accept Memorandum of Understanding with FOL

**MOTION** by Polly, to accept the Memorandum of Understanding with the FOL. **SECONDED** by Ron, **APPROVED** by all.

**X. FRIENDS’ REPORT** – Charlie Huchet

• The FOL purchased a book cart for the Children’s Library to replace one that was taking up too much room and falling apart.

• The FOL suggested to the Library Director that she arrange for an adult program on the topic of administering CPR. It was presented on February 2nd with over a dozen patrons attending.

• The CPR program presenter from Doylestown Hospital made a strong recommendation that the Library acquire a defibrillator and have the staff trained in its use. The FOL Board expressed interest in the purchase of a unit. The possibility needs to be discussed further with Connie.

• A patron, Ms. Susan McGrath, approached Beth at the urging of Elizabeth Varnai (FOL Board Member) expressing an interest in volunteering to maintain the Children’s Garden as part of an outreach effort to educate children in plants and gardening. Ms. McGrath is quite knowledgeable and experienced in gardening, having been involved with the Pennsylvania Horticultural Society. Ms. McGrath was invited to speak to the FOL Board. The Board decided to endorse and financially support project expenses, given the approval of Connie and the Library Board.

• The FOL Board, along with Pamm Kerr, have developed a Mystery Month fundraising project to cover the period April 2-May 7th, involving a Naming Raffle Launch with Author Wendy Tyson, a cooperative program with the Bucks County Playhouse, where the FOL would receive all profits from the second night of the performance of “Clue” and a “Meet & Greet” panel of 5 or 6 mystery writers at the Library on May 7th.

• The FOL continues to seek an appropriate space for the Annual Book Sale. A number of empty stores in town are being explored.

Respectfully submitted,

Polly Wood