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

**Board of Trustees Meeting Minutes - Draft copy**

**May 17, 2017**

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

Also in Attendance: Pamm Kerr, Karl Varnai

**I. CALL TO ORDER** – Beth Houlton

A. The meeting was called to order by Beth Houlton at 5:33 p.m.

B. **MOTION** by Gene to Accept the April Meeting Minutes, **SECONDED** by Jacqui, **APPROVED** by all.

**II. FINANCE REPORT** – Ron Cronise

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | ***Source*** | ***Gross Income*** | ***Expenses*** | ***Net Income*** | ***YTD Budget*** | ***Notes*** |
|  | Annual Fund | $3,086 | $0 | $3,086 | $3,500 |  |
|  |  |  |  |  |  |  |
|  | Board Sponsored Events |  |  |  |  |  |
|  | Read-A-Thon | $11,983 | $2,335 | $9,648 |  | includes 2016 sponsorship |
|  | Mardi Gras | $7,238 | $4,123 | $3,115 |  |  |
|  |  |  |  |  |  |  |
|  | Sub-Total | $19,221 | $6,458 | $12,763 | $20,500 | <--annual event budget |
|  |  |  |  |  |  |  |
|  | **Fundraising Grand Totals** | **$22,307** | **$6,458** | **$15,849** | **$24,000** |  |
|  |  |  |  |  |  |  |
| **RECEIPTS/EXPENDITURES THROUGH 30 APRIL 2017** | | | | | | |
|  |  | ***Actual*** | ***Budget*** | ***Notes*** |  |  |
|  | Receipts | $74,747 | $50,456 | we have received $24K more than budgeted |  |  |
|  | Expenditures | $85,750 | $92,677 | we have spent $7K less than budgeted |  |  |
|  | **Profit/Loss** | **-$11,003** | **-$42,221** | we are about $31K ahead of budget | | |
|  |  |  |  |  |  |  |
| **INVESTMENTS AS OF 30 APRIL 2017** | | | | | | |
|  |  |  | ***Gain/Loss*** | ***Gain/Loss*** |  |  |
|  |  | ***Current Balance*** | ***Since Inception*** | ***YTD*** | ***YTD ROI*** |  |
|  | Unrestricted Endowment | $850,443 | $170,224 | $83,110 | 11% |  |
|  | Restricted Endowment | $105,909 | $22,831 | $10,891 | 11% |  |
|  | Sub-Total | $956,352 | $193,055 | $94,001 | 11% |  |
|  |  |  |  |  |  |  |
|  | Non-Endowment Investments | $48,604 | $2,256 | $673 | 1% |  |
|  | **Grand Total** | **$1,004,956** | **$195,311** | **$94,674** | **10%** |  |
|  |  |  |  |  |  |  |
| **CASH POSITION** | | | | | | |
|  |  | ***April 30, 2017*** | ***March 31, 2017*** | ***Difference*** | ***Months Covered*** |  |
|  |  | **$50,290** | **$52,540** | **-$2,250** | **2.4** |  |
|  |  |  |  |  |  |  |
| **NET WORTH** | | | | | | |
|  |  | ***April 30, 2017*** | ***April 30, 2016*** | ***Difference*** | ***ROE*** |  |
|  |  | **$1,910,395** | **$1,660,710** | **$249,685** | **15.0%** | fixed assets now $855K |

Beth thanked Ron for all his hard work with the library’s investments in putting us into such a strong position financially. Everyone agreed!

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

* Summer Reading programs are set and registration will begin Saturday, June 3. A complete list of programs is on the library website. It will be tweaked as needed, but all should be ready to go by June 3. Notices will be sent out to the school and via our list serve the Friday before.
* We are continuing to work toward our silver star in our PA Forward initiative. We have completed the first of a five-step process and will continue to do this as we can over the summer.
* We had a series of school visits in April/May. The NHSD fourth graders paid a visit to our library (about 100 children). Many of them got library cards and used them to check out materials during their visit.
* Connie met with Mary Schwander, the high school librarian, to devise a plan to encourage teens to use the library during the summer and beyond. The high school library will be undergoing renovations that will last through late fall and she would like to encourage the kids to use our library during that time. We formed a collaborative summer reading plan; Mary will heavily promote the library’s summer programming and will run a teen book club here over the summer. We will also be recruiting for a teen advisory group. She is trying to arrange for school visits from the high school as we did last year.
* Staff development: Eric will be attending the multidistrict workshop on utilizing social media on May 30. Both Eric and Patricia will be attending a reader’s advisory workshop on June 13. The District is covering the cost of both workshops.
* On May 4, the candidates for the NHSD School Board held an open forum at the library. This was a first for our library, but really a great fit and well received. Hopefully we can look into other town hall discussions in the future.
* **Programs**
* **Upcoming program highlights for June include**: *Fabulous Fashionistas* film showing and discussion (June 8), Sending Your Child to College financial planning seminar (June 14), Stress Management with Doylestown Hospital (June 20) and, of course, summer reading programming begins!
* **Strategic Planning Updates:**
  + We have scheduled a Full STEAM Ahead series to take place over the summer and ordered STEAM kits for circulation. Thanks to the Friends for agreeing to fund the kits.
  + We are working with Mary Schwander on establishing a Teen Advisory Board and running a teen book discussion group over the summer.
  + We have advertised for teen volunteers via the school list serve.
  + The summer reading program will include preschoolers, children, teens and adults this year.
  + We have earned our Bronze star from PA Forward and are working on the silver star. We currently have/run programs in 4 of the 5 literacies (civic, basic, health and financial) and are working on adding the fifth (information) by the fall to meet our goal of providing at least one program in each literacy each year.
  + Staff is undergoing readers’ advisory training this month on new databases: NewsBank, Morningstar and New York Times Online. Eric and Patricia are scheduled to attend a multi-district workshop on readers’ advisory.
  + Collection is being weeded on an ongoing basis. Recently, adult fiction, mystery, non-fiction, audio books and dvds were weeded.

**IV. STRATEGIC PLANNING** – Carol Taylor

A. Work Plan Update

**V. BUILDING/PROPERTY**

**VI. DEVELOPMENT** – Jacqui Griffith

A. Spring Appeal Progress

Spring appeal is on track. We have had a couple of new donors.

There was discussion regarding bequests and Beth and Susan are working at drafting documents. Jacqui envisions a brochure of some sort that could be passed out to patrons. The idea is that any bequests would go to the endowment.

**VII. MARKETING** – Gene Underwood

Gene presented some different ideas for shirts/gear that would help spread the word about the library. He then discussed the feedback he received from people he spoke with who are non-library users. There was a discussion with many ideas for shirts and logos.

**VIII. GOVERNANCE** – Susan Atkinson

**IX. FRIENDS’ REPORT** – Karl Varnai

The friends requested regular updates on the library’s wish list. Usually, this is more of an annual list, although there were a couple of modifications to the list this year due to the strategic plan being put into place. The list is generated in the fall.

* The friends got a small bike rack donated by New Hope Cyclery. It should hold four bikes.
* The book sale starts tomorrow (the preview) and will be open to the public Friday and Saturday.
* The friends thanked Connie for promoting events and putting things out in emails and on the website.
* There is a bus trip June 29 to the Museum of the American Revolution in Philadelphia.

The meeting was adjourned at 6:50. An executive session followed.

Respectfully submitted,

Polly Wood