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

**Board of Trustees Meeting Minutes**

**October 18, 2017**

In attendance: Beth Houlton, President; Carol Taylor, Vice President; Ron Cronise, Treasurer; Polly Wood, Interim Secretary; Larry Davis, Connie Hillman

Also in attendance: Pamm Kerr, Charlie Huchet

**I. CALL TO ORDER** – Beth Houlton

 A. The meeting was called to order by Beth at 5:31

 B. **MOTION** by Ron to Accept the September Meeting Minutes. **SECONDED** by Larry, **APPROVED** by all.

**II. FINANCE REPORT** – Ron Cronise

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| **TREASURER'S REPORT - OCTOBER 2017** |
| **FUNDRAISING UPDATE THROUGH 30 SEPTEMBER 2017** |
|  | ***Source*** | ***Gross Income*** | ***Expenses*** | ***Net Income*** | ***YTD Budget*** | ***Notes*** |
|  | Annual Fund | $21,782 | $1,110 | $20,672 | $20,000 | Annual Budget is $55,000 |
|  | Board Sponsored Events |   |   |   |   |   |
|  | Read-A-Thon | $12,897 | $2,335 | $10,562 |   | includes 2016 sponsorship |
|  | Mardi Gras | $15,238 | $4,123 | $11,115 |   | includes $8,000 from FOL |
|  | Sub-Total | $28,135 | $6,458 | $21,677 | $20,500 | <--annual event budget |
|  |   |   |   |   |   |   |
|  | **Fundraising Grand Totals** | **$49,917** | **$7,568** | **$42,349** | **$40,500** |   |
|  |  |  |  |  |  |  |
| **RECEIPTS/EXPENDITURES THROUGH 30 SEPTEMBER 2017** |
|  |  | ***Actual*** | ***Budget*** | ***Notes*** |  |  |
|  | Receipts | $201,939 | $200,965 | we have received $1K more than budgeted |   |   |
|  | Expenditures | $196,528 | $192,220 | we have spent $4K more than budgeted |   |   |
|  | **Profit/Loss** | **$5,411** | **$8,745** | we are about $3K behind budget |  |
|  |  |  |  |  |  |  |
| **INVESTMENTS AS OF 30 SEPTEMBER 2017** |
|  |  |  | ***Gain/Loss*** | ***Gain/Loss*** |  |  |
|  |  | ***Current Balance*** | ***Since Inception*** | ***YTD*** | ***YTD ROI*** |  |
|  | Unrestricted Endowment | $891,234 | $211,015 | $82,346 | 10% |   |
|  | Restricted Endowment | $111,013 | $27,935 | $10,546 | 10% |   |
|  | Sub-Total | $1,002,247 | $238,950 | $92,892 | 10% |   |
|  |   |   |   |   |   |   |
|  | Non-Endowment Investments | $49,132 | $2,784 | $1,200 | 3% |   |
|  | **Grand Total** | **$1,051,379** | **$241,734** | **$94,092** | **10%** |   |
|  |  |  |  |  |  |  |
| **CASH POSITION** |
|  |  | ***September 30,2017*** | ***August 31,2017*** | ***Difference*** | ***Months Covered*** |  |
|  |   | **$65,149** | **$84,129** | **-$18,980** | **3.1** |   |
|  |  |  |  |  |  |  |
| **NET WORTH** |
|  |  | ***September 30,2017*** | ***September 30, 2016*** | ***Difference*** | ***ROE*** |  |
|  |   | **$1,973,231** | **$1,708,472** | **$264,759** | **15.5%** | fixed assets now $855K |
|  |  |  |  |  |  |  |
|  | Notes: |  |  |  |  |  |
|  |  2017 Receipts from New Hope Borough total $15,479 versus annual budget of $32,644 |  |  |
|  |  2017 Receipts from Solebury Township total $81,160 versus annual budget of $100,000 |  |  |

1. Proposed 2018 Budget (preliminary) Ron handed out copies of a proposed budget for 2018. We will propose a budget in November and vote in December.

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

**District Information:**

 **Changes to Circulation Policy**. It is anticipated that the BCFL board will approve the new circulation policy at its November meeting. Major changes that will take place January 1, 2018 include:

1. Overdue fine increase from .20 to .25 cents.
2. Maximum amount owed before borrowing is blocked increased from $5 to $10.
3. Library cards for non-residents increase from $20/year to $35/year.
4. The age that a child can get a card without a parent’s signature has been lowered to 14.
5. An additional email overdue notice will be added at 7 days past due date.
6. A two-week fine-free week will be instituted during the first two weeks of January to allow patrons to become acclimated to the increase in overdue fine. This is for new fines only---not lost materials or previous fines.

**Changes to the digital library**. In January, patrons will now be able to download ebooks via 3M’s Cloud Library. Axis 360 will not be available come January and Overdrive will not be renewed at the end of 2018. Cloud Library is supposed to be a combination of the two formats.

**Changes to materials processing**. Things are still under negotiation between BCFL and our vendor Baker and Taylor, so nothing has been finalized as yet but is anticipated to be so by the end of the year. AV material will be processed in house by the library. For 2018 only, BCFL will pay for the cost of Baker and Taylor processing all print materials (after that, it will be our choice as to whether it is more cost effective to pay our vendor to process or process in house). The materials will be shipped directly to our library and we will be billed directly. BCFL is setting up a meeting with Baker and Taylor to go over changes with the libraries.

**Computer replacement**. The IT department in Doylestown is down to one person, so it will take longer than usual for our computers to be replaced.

**Programs/Outreach**:

 **Block Party Grant**: The Library was awarded a state Block Party grant, which consists of blocks and other building materials for preschoolers. Our requirement is that we host a once a month program (a Block Party) for preschooler and their caregivers. We just had the first one and a good time was had by all. Patricia also spoke to our Bilingual Story Time volunteer and they will be having a Bilingual Block Party as part of the story time the third Saturday of each month.

 **Trinity Volunteer Fair**: The Library was invited to set up a table with information on volunteer opportunities at the Trinity Episcopal Church Volunteer fair, which is being held in memory of Jane and Ian McNeill, on Saturday, October 21. Eric will represent the library and distribute information.

 **Preschool Story Time Visits**: Patricia and Darcy have scheduled 6 visits to area preschools/daycares to take place during October and November.

 **The Legend of Sleepy Hollow**: Actor Neill Hartley offers a one-man performance of Washington Irving’s famous tale. The program will take place Monday, October 30 at 7pm. Thanks to the Friends for sponsoring the program.

**Staff Development:**

 **Media Mentor Workshop**: Patricia attended a Media Mentor Workshop on September 28, which focused on evaluating apps and new media for children of all ages and their families and incorporating it into programming. She came back “on fire” and is very excited to begin incorporating what she learned into her programs.

 **Dealing with Angry Patrons**: Patricia, Eric and Connie will be attending this workshop in Doylestown on October 19.

**Volunteer Appreciation:**

 Thursday, October 19 at 5:30pm the library will be honoring two of our long-time volunteers, Dee Dee Newcomb and Liz Island, at a reception in the Library. We hope to see everyone there.

**IV. STRATEGIC PLANNING**

1. Logo/Website Progress – Beth/Carol There is a photographer coming next week to take pictures of the library. Beth passed out a logo idea that Gene has been working on. She also passed out copies of logos from other libraries. A lot of discussion followed. Everyone had different ideas.
2. Strategic Plan Progress Report – Connie We are working through the strategic plan. We have had great success with a student who has been helping people with technology.
3. Board Committee Progress Reports – Board Ron reported that the only goal that remains is to work with our restricted endowment and figuring out a way to make small yearly withdrawals to help with the budget. Ron and Jacqui are working on the bequest society. Beth will follow up on soft touches to major donors and lunches with donors.

**V. BUILDING/PROPERTY**

**VI. DEVELOPMENT** – Jacqui/Gene

1. Annual Fund Drive Appeal – November 1st
2. Reminder: Major Donor Event November 30th
3. Read-A-Thon Planning Beth and Ellen will not be asking for corporate sponsors for the event. While costs are not large, they are trying for prizes that are donated instead. Without sponsorships, the overall amount raised will probably be less.

**VII. MARKETING** – Gene Underwood

**VIII. GOVERNANCE** – Kay/Beth

Propose bylaws change allowing board approval of longer officer terms if warranted. Beth passed out copies of the proposed change. There was some discussion. The change will be put to a vote next month. **MOTION** by Larry, **SECONDED** by Carol to propose a change to section 6.2 of the bylaws regarding terms and removal of officers as stated below. **APPROVED** by all. The bylaw will read as follows: **Section 6.2. Term and Removal. *Each officer, shall serve for a term of one year or until their successors are elected and have qualified. An officer may be elected to succeed himself/herself up to a limit of three consecutive terms (the “Officer Term Limit”), unless two-thirds of the total number of Board members vote to extend said officer’s term by up to one additional (1) year (an “Extension”) if such action is deemed to be in the best interest of the Corporation. If an officer reaches the Officer Term Limit and no Extension has been granted, one year must lapse before such officer may be re-elected to that position.*** Any officer may resign at any time upon written notice to the Corporation. The resignation shall be effective upon receipt thereof by the Corporation or at such subsequent time as may be specified in the notice of resignation. Any officer or agent of the Corporation may be removed at any time by the Board of Trustees, pursuant to Section 5.4, with or without cause, whenever in its judgment the best interests of the Corporation will be served by such removal. The removal shall be without prejudice to the contract rights, if any, of any person so removed. Vacancies of the officers may be filled by the Board of Trustees at any regular meeting or any special meeting called for that purpose. The Board may establish by resolution, that vacancies that occur as a result of the death or unexpected resignation of an officer shall be temporarily filled until such vacancy is permanently filled at a regular or special meeting of the Board, by existing officers or trustees of the Corporation as designated in such resolutions.

1. New board member search Board members have been asked to keep in mind if they know any possible candidates for upcoming board openings.

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

New Board Appointment

 The Board of the FOL has voted to accept a new Trustee. Ms. Kelleen Gebler, with prior experience as an office manager, small business consultant and community outreach coordinator was unanimously approved by the Board. After an introductory and training period, Ms. Gebler is expected to assume the role of Treasurer of the organization.

New Liaison/Representative

The Board welcomed, in its regular October meeting, Ms. Carol Taylor as the new Library Board Trustee to serve as the new Liaison/representative to the FOL Board, replacing Jacqui Griffith.

Disbursement of Funds

The Board approved a motion to transfer $2,500 in January 2018 to the Library to partially underwrite adult programming in the first half of 2018. An additional $2,500 will be transferred in the second half of the year to underwrite adult programming. The Library Director supported this intention. It is anticipated that additional funds will be made available to the Library during the year.

Bi-Annual Book Sale

The FOL Board has authorized the Book Sale Committee to explore the feasibility of holding another “pop-up” book sale on Thanksgiving weekend, November 24, 25, and 26. The collection day will be November 18. Salon Gratitude in town has moved and the sale will be held there. Feasibility will depend largely on getting a sufficient number of volunteers to “pitch in” during those dates. Library Board participation would be gratefully accepted.

Respectfully submitted,

Polly Wood

Interim Secretary