

**THE FREE LIBRARY OF NEW HOPE AND SOLEBURY**  
**Board of Trustees Meeting Minutes – DRAFT COPY**  
**September 20, 2017**

In Attendance: Beth Houlton, President; Ron Cronise, Treasurer; Polly Wood, Acting Secretary; Jacqui Griffith, Kay Reiss, Gene Underwood, Larry Davis  
 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 August Meeting Minutes. **SECONDED** by Jacqui, **APPROVED** by all.
- C. Appoint Polly Wood Interim Secretary (Sept-Dec 2017)  
**MOTION** by Ron to appoint Polly Wood as Interim Secretary through December 2017. **SECONDED** by Jacqui, **APPROVED** by all.

**II. FINANCE REPORT – Ron Cronise**

FUNDRAISING UPDATE THROUGH 31 AUGUST 2017					
Source	Gross Income	Expenses	Net Income	YTD Budget	Notes
Annual Fund	\$21,261	\$1,110	\$20,151	\$19,500	Annual Budget is \$55,000
<u>Board Sponsored Events</u>					
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
<b>Fundraising Grand Totals</b>	<b>\$49,396</b>	<b>\$7,568</b>	<b>\$41,828</b>	<b>\$40,000</b>	

RECEIPTS/EXPENDITURES THROUGH 31 AUGUST 2017			
	Actual	Budget	Notes
Receipts	\$199,553	\$196,324	we have received \$3K more than budgeted
Expenditures	\$176,717	\$172,377	we have spent \$4K more than budgeted
<b>Profit/Loss</b>	<b>\$22,836</b>	<b>\$23,947</b>	we are about \$1K behind budget

INVESTMENTS AS OF 31 AUGUST 2017					
	Current Balance	Gain/Loss Since Inception	Gain/Loss YTD	YTD ROI	
Unrestricted Endowment	\$879,689	\$199,470	\$70,801	9%	
Restricted Endowment	\$109,575	\$26,497	\$9,108	9%	
Sub-Total	\$989,264	\$225,967	\$79,909	9%	
Non-Endowment Investments	\$49,197	\$2,849	\$1,266	3%	
<b>Grand Total</b>	<b>\$1,038,461</b>	<b>\$228,816</b>	<b>\$81,175</b>	<b>8%</b>	

CASH POSITION				
	August 31, 2017	July 31, 2017	Difference	Months Covered
	\$84,129	\$107,538	-\$23,409	4.0

NET WORTH					
	August 31, 2017	August 31, 2016	Difference	ROE	
	\$1,977,739	\$1,721,048	\$256,691	14.9%	fixed assets now \$855K

## B. Proposed 2018 Budget (preliminary)

Ron passed out a copy of the proposed budget for 2018.

### III. DIRECTOR'S REPORT (Connie Hillman)

- Final tabulations of our summer reading program: The library had 30 preschoolers, 220 school age children, 49 teens and 60 adults handing in reading logs. 1,211 adults, teens and children attended 66 programs over the course of the 6 weeks. Connie would like to thank the staff and volunteers who worked so hard on the program.
- Beth, Carol and Connie met with three different web designers for the renovation of our website. Connie (in absentia) had Beth fill the board in on the details and their recommendations.
- Jim Meskill relocated the hanging light fixtures in the conference space. It looks great and in addition to now being centered over the table, we now have better access to the shelves behind the table.
- The library is now circulating board games. These have done very well in other libraries, so the library purchased some to see how they will do. Winter is coming and board games are a great way to bring families together in the evenings.
- The Grundy Library is looking into a Museum Pass Management System. Given how this program has become so popular and the number of phone calls we take each day to reserve passes, this may be something that would save us a lot of time and better serve our patrons. The initial quote is \$895 for the software and then \$800 each year, but we would probably get a discount for multiple libraries. Other options are being explored and we will learn more at the October directors' meeting.
- There are several special needs students volunteering at the library on Tuesdays and Thursdays during the school year through the Bucks County IU. They will be helping clean our DVDs and audio books.
- Statistics: just two items to mention regarding the August stats:
  - BCFL is migrating to a new intranet system. It is very slow in responding and therefore we do not have certain numbers to add to our stats for the month. A number of libraries have already complained to the county about this.
  - In 2015 we were preparing to move out of the library for the renovation. We checked out a lot of books to put them in storage during our exile, so you will see that our total circulation for that year is inordinately high. Connie is happy to report that we have *finally* gotten all of our items out of storage, so things are back to normal.

### IV. STRATEGIC PLANNING – (Carol Taylor)

A. Website Developer Proposals

Connie, Carol and Beth met with three different companies regarding creating a new website. All three were from the Philadelphia regional area. Of the three interviewed, New Concepts offered a great product and, coincidentally, was the least expensive. She offered everything we needed and has designed other library websites. **MOTION** by Ron to accept the proposal from New Concepts for \$6,800 to create a new website as well as additional funding up to \$500 more to cover a photographer and other expenses related to the website. **SECONDED** by Polly, **APPROVED** by all.

**V. BUILDING/PROPERTY**

**VI. DEVELOPMENT – Jacqui Griffith**

A. Major Donor Event in November

There will be a donor thank you event on November 30 from 5–7 at the library. Gene has a friend who is an author who has a new book out which is getting a lot of great press. We would give a copy to each major donor. Linda Kenyon will be performing as Julia Child.

B. Read-A-Thon 2018

Ellen and Beth have met and begun planning for the Read-A-Thon. They are considering not having sponsors this year. This could have an impact on the final total of funds raised, but there are some alternative ideas to help cover expenses.

**VII. MARKETING – Gene Underwood**

**VIII. GOVERNANCE**

A. Create Centennial Committee for 2018 Centennial Activities

**MOTION** by Beth to establish a “Second Century Committee” to organize our activities. **SECONDED** by Ron, **APPROVED** by all. Gene will be on the committee. Jacqui will also volunteer. Beth has also agreed to join. Lawrence will be a representative from the FOL.

B. Discuss bylaws change allowing board approval of longer officer terms if warranted

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

FOL BOARD OFFICERS

The FOL Board voted to extend the terms of Board members Karl Varnai, Elizabeth Varnai and Kristen for two more years, until 2019.

The Board also voted to extend the terms of the current officers until February 28, 2018. This was unanimously approved.

In this interim period, the Board agreed to initiate a more vigorous effort to find a replacement for the Board Treasurer's position. Lawrence Booth originally accepted the position on an interim basis and he has frequently reminded us of his wish to retire from that role.

The FOL Board also agreed that Article 5 of its Bylaws, governing the terms of office for Board offices, needed to be revised for better clarity. This should be addressed this fall.

#### DISBURSEMENT OF FUNDS

Given the current balance of funds in the FOL account, the next disbursement will be discussed and determined at the meeting (October) of the FOL Board.

#### DISCUSSIONS WITH LIBRARY BOARD PRESIDENT

The FOL and Beth Houlton recently concluded a two-session series of meetings to discuss FOL concerns. The discussions were candid, detailed and constructive in nature. Board to Board communication was emphasized. Follow-up on specifics will take place largely on the regular monthly Tuesday meetings with representatives.

#### LIBRARY CENTENNIAL COMMITTEE

The FOL Board has appointed Lawrence Booth to be its representative on the newly forming Centennial Committee. Given Lawrence's experience, creativity, enthusiasm, and energy, this appointment was viewed as especially appropriate.

#### AREA FRIENDS LUNCHEON

Our FOL has been invited to send representatives to a special luncheon meeting called by Adrienne Clark, President of the Warminster Library. The purpose is to share information on activities, fundraising ideas, and materials that have been developed. Participants will be drawn from Bucks and one other county. It is hoped this will result in regular communication.

Respectfully submitted,  
Polly Wood  
Interim Secretary