**THE FREE LIBRARY OF NEW HOPE SOLEBURY**

**Board of Trustees Meeting Minutes – Approved**

**October 20, 2021**

The Board met via Zoom. Attending: Doug Brindley, President; Joanne Reszka, Vice President; Liz Jordan, Secretary; Larry Davis, Treasurer; Deirdre Alderfer, Connie Hillman, Julia Klossner, Mike McKenna, John Schuster, Christopher Whitney. Also attending: Eric Jacobson, Patricia Lynch, Carol Spencer

1. **CALL TO ORDER** – Doug Brindley

The meeting was called to order by Doug at 5:30 p.m. **MOTION** by Christopher to accept the minutes of the September 15, 2021, meeting. **SECONDED** by Joanne. **APPROVED** by all.

1. **FINANCE REPORT** – Larry Davis

**Operating Income Statement**

* September fund drive contributions were $623, which brought the total for this year to $43,262, compared to a gross y.t.d. budget of $34,000. (Annual budget is $50,000.)
* There were no new contributions from the municipalities in September. New Hope total to date is $33,289, and, including the health care assistance, Solebury has contributed $113,000 in 2021.
* Excluding investment activity total revenue for September was $4,821 against total expenses of $21,344. Year-to-date revenue is $242,684 vs. a budget of $226,630, and expenses are $187,517 vs. a budget of $206,657. Net income through September is $55,167 vs. a budget of $19,973.
* The library continues to be well ahead of budget expectations, and the current cash position of $226,765 provides expense coverage of 10.8 months. Net worth of $2,544,641 is 13.4% ahead of last year through September.

**Investments**

* The unrestricted endowment balance at the end of September was $1,340,100, reflecting an overall 8.0% return on investment for the first nine months of 2021. This fund has suffered a bit from recent market activity but is still doing well for the year.
* The restricted endowment balance was $140,745. The non-endowment general fund balance was $38,121.

Larry asked for approval of the Finance Report. **APPROVED** by all.

**MOTION** made by Larry: That the Board engage Baum, Smith & Clemens, LLP to perform the library’s financial audit for 2021, and reviews for the years 2022 and 2023, plus Form 990 preparation for all three years, based on their proposal submitted on October 8, 2021. Christopher seconded the motion. **APPROVED** by all.

John presented a draft budget for 2022 to the Board. Doug encouraged Board Trustees to send questions to John in anticipation of approving a final 2022 budget at the November meeting.

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

* **Covid-19 update**: There are no changes to report at present. Masks are still required inside the building, and the library’s services have not altered. Discussion at the district meeting agreed to stay the course. Most libraries, including the branches, are not holding indoor programming, nor opening their indoor meeting rooms.
* **Ballot Box**: The ballot box for the upcoming election has been installed on the first floor of the library and will be operational Monday, October 18. A good number of enthusiastic voters showed up early. Hopefully this will help raise awareness of the library. The BOE also dropped off some helpful signage for outside of the building.
* **Newspaper Update:** After a run of steady deliveries, the delivery schedule is now irregular. Connie continues to work on this problem.
* **Coaching Call with Fundraising Expert:** Connie is waiting for confirmation on a second coaching call with fundraising expert Chad Barger.
* **PHC Grant Opportunity:** The application for $5,000 in funding to support programming has been submitted. Response is expected within the next two months.
* **American Rescue Plan Funds for Library Recovery:** No news to report on either the amount or the date of the expected check.
* **Annual Request for State Aid** has been filled out, and Connie will submit it upon Doug’s approval. The request is the same as 2021.
* **Wasp Infestation:** After noticing wasp activity in the in the outside corner where her office meets the second floor, Connie requested three quotes ($475, $350 and $160 respectively) for removal of a nest. This has been resolved.
* **Strategic Planning Survey:** With 135 responses, the survey is now closed. Responses have been forwarded to Julia and members of the strategic planning committee.
* **Migration to OCLC Wise:** Connie attended the director’s training on Monday, October 4. Staff trainings will be scheduled next month in preparation for the changeover in December. There will be a learning curve, and BCFL is considering a county-wide fine-forgiveness period as the libraries get used to the new system.
* **The Friends of the Library** have kindly offered to pay for the carpet cleaning in the library. It will be done on November 4th. The Friends will also be paying for three moveable shelves for the first floor.

1. **SPELLING BEE** – Joanne Reszka & Christopher Whitney, Co-Chairs

All Bee participants, donors and sponsors have been contacted about their donations, and refunds were made when requested. A Bee post-mortem meeting was held on October 6. The group (Joanne, Christopher, Doug, Liz and Connie) made the decision that the postponed Bee should be rescheduled for October of 2022. Additional ideas on how to make the event a success will be discussed at the January Board retreat.

1. **PROPERTY** – Larry Davis

No report.

1. **DEVELOPMENT** – Julia Klossner

* Julia reported that the Development Committee is working with Marketing to create top donor touchpoints.
* Development is also reviewing the strategic plan survey results. The Committee will meet on October 26 at 7 p.m. to discuss next steps for the strategic plan, including planning focus groups.

1. **MARKETING** – Liz Jordan

* The Marketing Committee (with Julia representing the Development Committee) met via Zoom on October 7. Attending were Liz, Joanne, Doug, Julia, Connie and Eric. The main discussion was formulating touchpoints for top donors. A Thanksgiving email will be sent to top donors, and a plan of thank-you phone calls and written notes will launch in the new year.
* The November Operating Appeal is with the designer and will be available for Board review before it goes to the printer on November 3.

1. **GOVERNANCE** – Christopher Whitney

No report on governance.

John reported that as a private entity the library is not subject to Commonwealth Sunshine laws.

1. **FRIENDS OF THE LIBRARY (FOL) REPORT** – Carol Spencer

* The FOL’s weekend book sale on Main Street in New Hope continues to be a success. The Friends plan to wrap up sales when the weather grows colder. Carol stated that the FOL is looking for children’s books.
* At the October 19 New Hope Borough Council meeting, Council voted to refund the $350 permit application that the FOL acquired for the book sale.
* The FOL approved payments for the carpet cleanings, the three shelving units and $2,500 for adult programming (in January). Another $2,500 will be donated in June. They are also looking into power washing the front of the library.
* Carol also shared a story that children’s books purchased at the book sale will be used to teach English to children of Afghan refugees currently living on military bases in New Jersey.

1. **OTHER ITEMS** – Doug Brindley

* Doug asked the Board to consider when they could be comfortable meeting in person. It was noted that the January Board retreat would be more effective as an in-person session.
* Doug also asked the Board to recommend potential candidates for the Board opening in January.

Larry made the motion to adjourn at 6:32 p.m. Doug seconded. **APPROVED** by all.

Next meeting: November 17, 2021

Respectfully submitted,

Liz Jordan, Secretary

**ADDENDUM:**

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