**THE FREE LIBRARY OF NEW HOPE SOLEBURY**

**Board of Trustees Meeting Minutes – Approved Copy**

**December 15, 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, Elizabeth Varnai.

1. **CALL TO ORDER** – Doug Brindley

The meeting was called to order by Doug at 5:33 p.m. **MOTION** by Larry to accept the minutes of the November 17, 2021, meeting. **SECONDED** by John. **APPROVED** by all.

1. **FINANCE REPORT (Preliminary)** – Larry Davis

**Operating Income Statement**

* November fund drive contributions were $6,058, which brought the total for this year to $50,319, compared to a gross y.t.d. budget of $42,000. (Annual budget is $50,000.) Fundraising expenses this year total $10,275 (annual budget $8,100). Total gross fundraising this year, including spelling bee contributions, comes to $54,151.
* There were no municipal contributions in November. Solebury’s total to date is $115,000, including the $5,000 for health care assistance. The annual budget for Solebury is $120,000 (excluding the health care portion). New Hope’s year-to-date contribution remains at $33,289. The annual budget for New Hope is $42,900.
* Excluding investment activity, total revenue for November was $14,762, and total expenses were $25,294. This deficit was covered by cash balances from earlier in the year. Year-to-date revenue is $261,916 vs. a budget of $252,486, and expenses are $246,458 vs. a budget of $255,240. Overall, we are still ahead of budget, as net income through November is $15,458 vs. a budgeted deficit of -$2,754.
* **Balance sheet:** The current cash position of $190,533 provides expense coverage for 9.1 months. Net worth of $2,539,847 is 10.2% ahead of last year through November. The net worth calculation does include the value of the investment portfolio, which has grown in market value this year despite some recent setbacks.

**Investments**

* The unrestricted endowment balance at the end of November was $1,368,773, reflecting an overall 11.0% return on investment for eleven months of 2021. The Library’s Vanguard portfolio of four stock and bond index funds is designed to produce solid returns over time, rather than react to short-term market movements. It is worth noting, however, that the Total Stock Market index fund (over one-half of the portfolio) enjoys a 21% return this year.
* The restricted endowment balance was $143,793, and the non-endowment general fund balance was $37,837.
* Overall, the library has a strong net worth, increasing 10.2% from last year to over $2.5 million.

Doug requested approval of the Finance Report. **APPROVED** by all.

**2022 Budget**

John presented a revised 2022 budget, which includes a 2½% cost-of-living raise for the staff and bookkeeper, to the Board for questions and discussion.

**MOTION:** Christopher made a motion to approve the 2022 budget. Seconded by Joanne. **APPROVED** by all.

1. **DIRECTOR’S REPORT** – Connie Hillman
* **Covid-19 update**. The library resumed opening at 10 a.m. on Monday, December 6, back to pre-pandemic hours of operation.
* **Migration to OCLC WISE**:
	+ The transition to the new ILS system began in December with full transition completed on January 12, 2022.
	+ All staff members are attending the eight training sessions.
	+ As of December 19, 2021, all ILL requests and suggested purchases will be suspended until after the migration.
	+ As of December 23, 2021, any changes to catalogued items will be suspended. This includes shelf change locations, discards and the routing in of new items.
	+ As of January 7, 2022, items will be checked out and in offline only. Patrons will not have access to their account, nor will holds be able to be placed.
	+ The new catalog goes live on January 12, 2022.
	+ To help ease the transition, January will be a fine-free month county-wide.
* **Supply Chain Issues:**
	+ Book orders continue to be arriving approximately two months past their shelf release date. This is expected to become temporarily worse due to the migration to WISE.
	+ Newspaper delivery continues to be erratic, particularly on Sunday and Monday editions. Connie continues to report the situation in hopes of improvement.
	+ The new shelving is taking longer than expected to be delivered.
* Glencairn Museum has been added to the library’s museum pass program. While the popularity of the passes is usually greatest during the summer, it has continued through fall as people are anxious to get out and resume activities safely.
* The second Winter Reading Challenge will be held January 16–31, 2022.
* Connie offered a thank you to Kelleen Gebler from the Friends of the Library, who helped secure St. Nick for a successful Zoom visit with Santa on December 11.
1. **PROPERTY** – Larry Davis

No report. Larry reminded the Board that a Trustee would need to be named to chair the Property Committee.

1. **DEVELOPMENT** – Julia Klossner

Strategic Plan focus groups will be held on January 10 and 11 via Zoom. Julia and Connie have received comments about the focus group discussion guide from the Board and are finalizing it, along with introductory slides, for the session. Once the focus groups area held, Julia will work with Connie on a report and action plan.

1. **MARKETING** – Liz Jordan
* A thank-you email was sent to the entire email list the week leading into Thanksgiving. There was no ask, just a simple thank-you message.
* The NOFA (November Operating Fund Appeal) mailer was delivered to New Hope and Solebury households around 11/27/21. A series of follow up social posts and emails are in process. Weeks 1 and 2 brought $11.780 from 74 donors (57 past donors gave $10,417.50 and 17 new donors gave $1,362.50). Thank you to Eric for compiling detailed weekly reports, which show trends in giving and year-to-year comparisons.
* Jaime Zucker, the graphic designer who has worked on the appeals and the library’s branding, is closing her business and taking a full-time job. However, she wants to continue the relationship and is willing to support the library with ongoing design support.
1. **GOVERNANCE** – Christopher Whitney

No report. Doug has received several candidates for the open Board position and will be planning meetings with them. He will have more to report soon.

1. **FRIENDS OF THE LIBRARY (FOL) REPORT –** Elizabeth Varnai

The Friends held their Book Sale on Main Street for 19 weekends, bringing in a total of $5,430. In 2021, the Friends have funded a number of projects on Connie’s wish list for a total of $12,845, including adult and children’s programming, carpet cleaning, computer upgrades and, with the addition of a personal donation from FOL member Pamm Kerr, five mobile shelves for the first floor.

1. **OTHER ITEMS** – Doug Brindley
* The annual Board retreat will be held Saturday, January 22, 2022, at Trinity Episcopal Church in Solebury. Doug has asked for Board support to organize the session.
* The Board thanked Larry Davis for his service as a Trustee and Treasurer over the past terms.

Larry made the motion to adjourn at 6:46 p.m. Doug seconded. **APPROVED** by all.

Next meeting: January 19, 2022

Respectfully submitted,

Liz Jordan, Secretary

**ADDENDUM:**









