**THE FREE LIBRARY OF NEW HOPE SOLEBURY**

**Board of Trustees Meeting Minutes – FINAL**

**February 21st, 2024**

In attendance: Stacy Smith, President; Julia Klossner, Vice President; John Schuster, Treasurer; Joanne Reszka, Secretary; Deirdre Alderfer; Shereen White; Christopher Whitney. On Zoom: Lauren Mauro Mellon; Lisa Menz. Also attending: Pamm Kerr (representing the Friends of the Library)

1. **CALL TO ORDER** – Stacy Smith

The meeting was called to order by Stacy at 5:33 p.m.

1. **MOTION TO ACCEPT MINUTES** – Stacy Smith

**MOTION** to accept the minutes of the January 17th, 2024 meeting by Christopher. **SECONDED** by Deirdre. **APPROVED** by all.

1. **WELCOME TO OUR NEW DIRECTOR** – Stacy Smith

Stacy Smith welcomed the new Executive Director, Sam Pharo. Stacy noted that she has notified New Hope and Solebury of Sam’s appointment. She also notified New Hope that Shereen White is the new New Hope representative, replacing Liz Jordan.

1. **FRIENDS’ REPORT** – Pamm Kerr

Sam has approved the FOL/New Hope Arts Found Object Sculpture workshop for April 27th outdoors at the Library. Pamm has invited the Library, along with other local businesses/community institutions, to participate in the NWF community wildlife habitat certification program, as a part of a New Hope Borough initiative; this program focuses on landscaping with less lawn, more native plants, etc. Emily Drabinski, President of the American Library Association, will be marching with the Friends of the Library in the New Hope parade on May 18th. Pamm welcomed Library Trustees to join the FOL in the parade.

1. **FINANCE REPORT** – John Schuster
2. **Operations**

**Income Statement:**

Excluding investment activity, January revenues totaled approximately $4,600. January revenues included approximately $4,100 from the fund drive. Solebury made its final contribution for 2023 of $5,000 in February,and is not included in our January results. January expenses were approximately $21,400 and include a $6,000 payment to our search consultant. There were no payments for library materials in January, so we are approximately $2,600 behind budget. There were no significant unbudgeted expenses in January.

**Balance sheet:**

Cash on hand of $145,300 at the end of January decreased approximately $23,000 from the previous month,and provides expense coverage for approximately 5 months. Net worth was approximately $2.5 million as of January 31, 2024. The net worth calculation does include the value of the investment portfolio.

1. **Investments**

 The unrestricted endowment balance at the end of February was $1,397,978. The Vanguard stock and bond funds were flat in February 2024. 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.

 The restricted endowment balance was $125,377 at the end of February. The restricted endowment fund is invested in the same Vanguard stock and bond funds as the unrestricted endowment fund, so it had a similar experience during February as the unrestricted endowment fund.

 The non-endowment general fund balance was $37,896 at the end of February 2024.

1. **Other**

Today the Library received a notification of a bequest for $150,000 from the estate of Elaine Seeb. Also, the Pennsylvania State Aid check arrived today. The insurance company has recommended a separate policy for the Nakashima furniture at a cost of $450 annually.

1. **DIRECTOR’S REPORT** – Sam Pharo

Sam thanked the Board for the warm welcome. He spent his first couple of days overlapping with Connie and going through transition information, which he greatly appreciated. He has met all the staff, along with many others, and plans to get out and about in the community soon. He has a strong working relationship with the District consultant, Adam Gilbert-Cole, and plans to meet with him for a district orientation. His goals are to keep the library moving forward, to learn and meet the community’s needs and be an agent of change.

Patricia is working on a grant application to be used to pay for native plants to meet the requirements of the NWF certification program. Sam is considering the purchase of software for an online reservation system for the Museum pass program, which would allow patrons to reserve passes online.

1. **PROPERTY** – Lisa Menz

No new property issues. Stacy brought Sam up to date on the flooding in furnace room and recommended following up with Best Buddies.

1. **MARKETING & DEVELOPMENT** – Julia Klossner

The press release re Sam’s appointment was in the Patch and was also sent to the Bucks County Herald. Liz Jordan is actively involved with SOFA and Julia and Lauren have met with her. The SOFA (early April) will be a virtual appeal for the first time, although NOFA will be a printed appeal. Individual NOFA thank you cards have been sent. Julia and Stacy continue to discuss the organization of the Marketing & Development committee.

A welcome reception for Sam is planned for 4:30-5:30 p.m. prior to the next Board meeting. Various community contacts will be invited and a general invitation sent out to patrons.

1. **FUNDRAISING: SPELLING BEE** – Deirdre Alderfer and Christopher Whitney

Adrienne Cornwall will be the chair and Christopher will reach out to schedule a meeting after the weekend retreat. Detailed information about the Bee will be given to Adrienne, to ensure she is up to speed on the Bee background and history.

1. **GOVERNANCE** – Shereen White and Christopher Whitney

Christopher reported on the Exit interview with Connie for which a list of questions was generated by the Search Committee. The meeting went very well and covered a variety of important topics. Stacy will retain Connie’s written answers which can be of future use to the Board. Christopher and Shereen will review the employee handbook, which currently dates from 2015, to make appropriate changes and updates, including a review of the number of staff sick days and implications for staffing and costs.

1. **OLD BUSINESS -** The patron parking issue was resolved. Further discussion ensued concerning the positioning and clarity of parking signage; Deirdre will follow up on this topic during her next meeting with Louise Feder.
2. **MOTION TO ADJOURN**

**MOTION** made by Julia Klossner; **SECONDED** by Christopher Whitney at 6:33p.m. **APPROVED** by all.

The Board went into Executive session regarding personnel matters.

Next meeting: March 20th, 2024, in person and via Zoom.

Respectfully submitted,

Joanne Reszka, Secretary

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| **January 2024 Prior Years Comparison** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** |  |  | **Total** |  |
|  | **Adult**  | **Child** | **Young Adult** | **Online Renewals** | **E-Circulation\*** | **Circulation** |  |
| **2020** | 2351 | 862 | 54 | 543 | 1827 | 5637 |  |
| **2021** | 1105 | 542 | 29 | 449 | 1471 | 3596 |  |
| **2022** | 1532 | 1185 | 14 | 711 | 1429 | 4871 |  |
| **2023** | 1213 | 1210 | 16 | 853 | 1614 | 4906 |  |
| **2024** | 1341 | 1125 | 25 | 1043 | 1792 | 5326 |  |
|  |  |  |  |  |  |  |  |
| **23/24 Change** | 128 | -85 | 9 | 190 | 178 | 420 |  |
|  | 10.55% | -7.02% | 56.25% | 22.27% | 11.03% | 8.56% |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** | **Circulation** |  |  |  |
|  | **to New Hope** | **to Solebury** | **Out of State** | **Other**  | **E-Resources\*\*** | **New Users** |  |
| **2020** | 911 | 1936 | 86 | 975 | 427 | 23 |  |
| **2021** | 585 | 1178 | 36 | 595 | 765 | 10 |  |
| **2022** |  |  |  |  | 3611 | 21 |  |
| **2023** |  |  |  |  | 4900 | 73 |  |
| **2024** | 711 | 1454 | 59 | 1310 | 1825 | 22 |  |
|  |  |  |  |  |  |  |  |
| **23/24 Change** | 711 | 1454 | 59 | 1310 | -3075 | -51 |  |
|  | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | -62.76% | -69.86% |  |
|  |  |  |  |  |  |  |  |
|  | **Holds**  | **Holds** | **Ratio** |  | **Computer** | **Computer** | **Computer** |
|  | **Outgoing** | **Incoming** | **Holds Out/In** |  | **Uses** | **Time** | **Avg Time** |
| **2020** | 853 | 977 | 0.873 |  | 214 | 107 | 30.051 |
| **2021** | 826 | 932 | 0.886 |  | 0 | 0 | 0 |
| **2022** | 620 | 656 | 0.945 |  | 64 | 21 | 20 |
| **2023** | 427 | 473 | 0.903 |  | 85 | 44 | 30.835 |
| **2024** | 534 | 723 | 0.739 |  | 91 | 49 | 32.077 |
|  |  |  |  |  |  |  |  |
| **23/24 Change** | 107 | 250 |  |  | 6 | 5 | 1.24 |
|  | 25.06% | 52.85% |  |  | 7.06% | 11.36% | 4.03% |
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| **January 2024 Prior Years Comparison** |  |  |  |  |  |  |
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|  | **Programs** |  |  | **Programs** |  |  |  |
|  | **for Adults** | **Attendance** |  | **for Young Adults** |  **Adult Attend** | **Young Adult Attend** |  |
| **2020** | 10 | 79 |  | 2 | 0 | 2 |  |
| **2021** | 9 | 190 |  | 6 | 9 | 12 |  |
| **2022** | 12 | 78 |  | 2 | 0 | 6 |  |
| **2023** | 14 | 163 |  | 6 | 0 | 26 |  |
| **2024** | 7 | 70 |  | 10 | 0 | 15 |  |
|  |  |  |  |  |  |  |  |
| **23/24 Change** | -7 | -93 |  | 4 | 0 | -11 |  |
|  | -50.00% | -57.06% |  | 66.67% | #DIV/0! | -42.31% |  |
|  |  |  |  |  |  |  |  |
|  | **Programs** |  |  |  | **Wireless** |  |  |
|  | **for Children** | **Adult Attend** | **Child Attend** |  | **Sessions** |  |  |
| **2020** | 7 | 28 | 73 |  | 226 |  |  |
| **2021** | 27 | 581 | 1141 |  | 20 |  |  |
| **2022** | 14 | 139 | 189 |  | 49 |  |  |
| **2023** | 13 | 68 | 214 |  | 270 |  |  |
| **2024** | 14 | 105 | 183 |  | 80 |  |  |
|  |  |  |  |  |  |  |  |
| **23/24 Change** | 1 | 37 | -31 |  | -190 |  |  |
|  | 7.69% | 54.41% | -14.49% |  | -70.37% |  |  |
|  |  |  |  |  |  |  |  |
| **\* E-Circulation: Prior to April 2019, this only accounted for Overdrive usage. From April 2019 to August 2020, e-circulation included** |  |  |
|  **Overdrive, Hoopla, Cloud Library, Zinio, and OneClickDigital. Beginning September 2020, Flipster is included while Overdrive,**  |  |  |
|  **Zinio, and OneClickDigital are no longer in use. Beginning June 2022, Kanopy is included. Starting June 2023, Comics Plus and** |  |  |
| **Newstand are included.**  |  |  |  |  |  |  |
| **\*\* E-Resources: Online reference including Ancestry.com, Heritage Quest, ABC Mouse, Morningstar, Brainfuse, Novelist,**  |  |  |
|  **Novelist Select, LinkedIn Learning, Learning Express (expired 2/21), Consumer Reports, Value Line, Newsbank, JobNow,**  |  |  |
|  **Niche Academy, The New York Times Online, and The Wall Street Journal.** |  |  |  |  |
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|  |  |  |  |  |  |  |  |
| **23/24 Change** | -7 | -93 |  | 4 | 0 | -11 |  |
|  | -58.33% | -119.23% |  | 200.00% | #DIV/0! | -183.33% |  |
|  |  |  |  |  |  |  |  |
|  | **Programs** |  |  |  | **Wireless** |  |  |
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| **Brainfuse, Novelist, ABC Mouse, Novelist Select, LinkedIn Learning, Consumer Reports, Newsbank, JobNow, Value Line,**  |  |  |
|  **Niche Academy, The New York Times Online, and The Wall Street Journal. ### e-resource statistics for 1/22 through 7/22 are**  |  |  |
| **estimated based on 8/22 numbers.**  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |