

THE HAVERFORD TOWNSHIP FREE LIBRARY ASSOCIATION
Board of Trustees Meeting (FINAL)

DATE: October 25, 2017

ATTENDING: Phil Goldsmith, President
Douglas Degenhardt, Treasurer
Madeline O’Fria, Secretary
Margaret Fox-Tully
Monica Boccella
Jim Brown
Rachelle Nocito, Director
Donna Reeves
Scot Oldham
Mary Bear Shannon
Joyce Platfoot
Patty Mungun
Michele Caesar
Alice Callison

ABSENT: Scott Lowe

The meeting was called to order at 7:02.

INTRODUCTORY COMMENTS: Phil Goldsmith welcomed new Board member Jim Brown and appointed Jim Chairman of the Strategic Planning Committee of which he was previously a member. Jim is an active member of our community who frequently attends commissioners meetings and our meetings and he will be an asset to our board. Phil also stated that we will be adding approving the September minutes to the agenda tonight and we will be going into Executive session after the regular meeting.

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

Motion: To approve September 26, 2017 Board meeting minutes. Proposed by Margaret Fox-Tully, 2nd by Madeline O’Fria. Unanimously approved.

COMMITTEE REPORTS:

Building Committee: Phil Goldsmith announced that the building committee report will be given next month by Scott Lowe when he returns. There have been

many meetings and hours spent on the project since we are “pencils up” again, so Scott will give a complete report in October.

Personnel Updates: Joyce Platfoot, our reference librarian, has resigned and is going to Lower Merion. Phil thanked Joyce for all of her hard work and everything she has done for our library over the years, and expressed what a huge loss this is for us. There is a going away party for Joyce next Thursday, Nov. 2nd.

Finance Committee: Doug Degenhardt explained the balance sheet as of Sept. 30th. Bancorp accounts are being closed as the money has been moved to Beneficial and Franklin Mint. He explained the Profit & Loss monthly summary - the income difference is attributed to the county aid and fundraising. The expense increase is due to the timing of bills received, AC maintenance, cleaning, and meter usage. As far as our Profit & Loss year to date – income is up 4.1%, or \$22,656. Expenses are up mainly due to the \$500,000 given to the township for the renovation. Overall we are right on target with our projections for this year. All financial statement from May thru September have been approved and signed off on by Doug. Doug suggests we get a coin counter to cut down on the time spent by the employees manually counting the coins. Doug and Phil also recommend that the library should put an RFP out for a new auditor as the current auditor, Rainier & Co, has been doing the audit for over 10 years.

November 11th Reports:

Dewey Decimal 5k/Fun Run - Scot Oldham reported that we have \$9,550 in sponsorships and 28 runners signed up so far. We are doing a heavy marketing campaign using social media, email blasts, banners, posters, etc...We are also attending every program offered at the library and going in and making a presentation detailing our 5k and gala. We still need more adult volunteers, we do have the wrestling team and the robotics team from the high school helping. The neighbors along the route of the 5k will be notified. The parking lot will be closed and sponsor booths and food booths will be set up. Phil requested that we notify the public about the parking lot.

Gala Event - So far we have \$8,750 in sponsors and \$6,845 in tickets and tables sold, for a total of \$15,595. Our expenses to date are \$13,789, this includes the caterer, invitations, photo booth, award, and party favors. We are still actively looking for sponsorships for the Gala and 5k. The library windows will start to be washed next week. Also, the library will open at 2:00 on Sunday, November 12th.

Friends Book Sale – Rachelle reported that the book sale was a huge success and made over \$8000.

DIRECTOR'S REPORT: Rachelle Nocito reported that the administrative office has been diligent in finding sponsors for our 5k and Gala events and we are expecting more to come in. There are 98 tickets so far for the gala so far. Rachelle detailed the maintenance issues this month: frequent interruption of the phone service, the main issue was that Verizon, while running new cables, knocked out the "hunt," which was causing a customer to get a busy signal when they called because the line was not able to "hunt" for the next line. Verizon, Phone America, and Line Systems have worked together to resolve this issue. There was also another issue with an oil pump and a compressor which was fixed by Johnson Controls. We have signed a new service contract with Johnson Controls for \$18,038 for the period 10/30/17 to 9/30/18. As far as our programs, in 2016 we had 1600 teens attend events. Now in 2017, we have had 2400 attend events so far this year. This month Jen Phillips hosted the Teen Murder Mystery Club, Investigating the Paranormal, and the Teen Horror Fest. There was also an Evening of Quizzo run by the Friends, Books on Tap @ the Oakmont facilitated by Katherine, and Trunk or Treat at Merry Place run by Shannon on Oct. 27th. In personnel, Joyce Platfoot has resigned effective November 10th. Joyce is in the process of looking for a prt-time person for the position left vacant when Sarah Newell resigned.

PRESIDENT'S REPORT: Phil Goldsmith wants all new and improved committees up and running as soon as possible. He wants to get a videographer to record some footage from a variety of our programs so that we have something to show when we are soliciting for the capital campaign.

NEW BUSINESS: None

Motion: To adjourn, proposed by Monica Boccella, 2nd by Jim Brown.
Unanimously approved.

Meeting adjourned 7:55 PM.