

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

DATE: October 17, 2018

ATTENDING: Phil Goldsmith, President  
Margaret Fox-Tully, Vice-President  
Douglas Degenhardt, Treasurer  
Madeline O’Fria, Secretary  
Monica Boccella  
Jim Brown  
Sukrit Goswami, Director  
Donna Reeves

ABSENT: Scott Lowe

The meeting was called to order at 7:00 PM.

PUBLIC COMMENT: NONE

APPROVAL OF MINUTES:

**Motion:** To approve September 20, 2018 Regular Board meeting Minutes.  
Proposed by Margaret Fox-Tully, 2<sup>nd</sup> by Doug Degenhardt  
Unanimously approved.

COMMITTEE REPORTS:

**FINANCE COMMITTEE:** Monica Boccella

**1. Auditor Search**

A. CPA firm candidate interviews are scheduled Wednesday, October 31, 2018 as follows:

BBD, LLC 8:30 AM - 9:30 AM

Tait Weller 9:40 AM - 10:40 AM

J. Miller & Associates 10:50 AM - 11:50 PM

Rainer & Company 12:00 PM - 1:00 PM

**2. Invoice Review**

A. None.

## **Treasurer's Report – Douglas W. Degenhardt**

### **1. Monthly Financial Report Review (September 2018)**

- A. Balance Sheet (Statement of Financial Position)
- B. Income Statement (Profit & Loss Monthly Summary with Previous Year Comparison)
- C. Income Statement (Profit & Loss Year to Date Summary Budget vs. Actual Comparison)
- D. Statement of Cash Flows

### **PERSONNEL COMMITTEE: Phil Goldsmith**

At its last meeting the committee discussed the sick day policy and compensation structure. Sukrit will be finalizing the sick day policy and we will discuss these in executive session at our November meeting. Mary Lou Kolowitz is retiring at the end of December. She has gone over all of her duties with Sukrit .

### **PRESIDENT'S REPORT: Phil Goldsmith**

The Keystone Grant has been extended until December 2019. Phil and Sukrit met with the superintendent of Haverford School District and the principal of the high school about continuing to work together. We have raised \$16,000 in sponsorships so far for the 5K, and we are hoping to get 300 runners this year. Please post the flyer for the 5K at local businesses, and all trustees should be volunteering to help with this event. We are also looking into people giving stock as a donation.

Phil would like to accomplish 3 things before the end of the year:

- 1) the issue of compensation
- 2) sick leave policy
- 3) decide on an auditor.

### **DIRECTOR'S REPORT: Sukrit Goswami**

In regard to our website, will no longer be paying the \$100 per month to Brian Mattox. We also have DCLS/Spider Net, and we will be evaluating how much we are spending with Spider Net and Brian. Our platform needs to be changed too. At the PALA Conference, Sukrit found out that we can ask for another extension for the Keystone Grant and we can ask for \$750,000 instead of \$500,000. Sukrit also talked about "Advocacy Bootcamp," what's important to us, and how important it is for the

trustees to talk about our events such as the “Business Breakfast.” We should have an “elevator speech.”

Soon, we will be starting a “PA Forward” program – not 1 library in Delaware County is currently participating. Our sponsorships are up to \$16,425 for the 5k and we are working on the 2018-19 Annual Appeal and we want to be started by Nov. 9<sup>th</sup>.

### **Building and Facilities News**

- Darby & Mill Road Staff Entrance – the Township project at Darby and Mill Roads is complete, allowing staff once again to have access to the side door.
- Library Foyer – we have completed a beautification of the Library foyer and lobby area.
- Friends of HTFL Book Sale Area – this section is moving to a new location. Their new sale area is larger and gives them the ability to display more items.

### **Library News**

- Friends of HTFL Annual Book Sale – the Friends raised over \$7200 over the course of two weekends.
- Reference Manager – Mary Lou Kolowitz will be retiring in mid-December.
- PaLA Conference attendees – Oct 14-17 in Harrisburg, Katherine Adriaanse, Shannon Connor, Scot Oldham, myself and Valerie Vitali (with Gladwyne Library) will provide a report for November Board packet.
- Haverford Township Day – 7 staff members and 8 teen volunteers marched in the parade. Three additional staff members were located at the HTFL booth on Darby and Mill Roads to promote our programs and library card sign up in conjunction with September’s Library Card Sign-Up Month.
- Sierra – issues with the new circulation system have decreased. However, we continue to record and report delays and issues to DCLS.

### **Business Sponsorship and Annual Appeal**

- 5K Report – Dewey Decimal 5K and 1 Mile Fun Run currently has 53 sponsors and pledges totaling over \$15,000.
- 2017-18 Annual Appeal – we have raised over \$37,000 to date, which is an increase over the previous year.

### **Program News**

- Fall Youth Programs and Outreach – over 800 patrons attended programs in September. Youth Services Department members attended Township Back to School Nights to sign up students and family members with library cards. This was appreciated by the community and school administrators.
- Adult Program – there were 28 Adult Programs hosted in September, including our 8<sup>th</sup> Annual Business Breakfast that had 78 attendees.

- Partnership with Haverford Township Adult School (HTAS) – the Library in conjunction with the HTAS hosted the “Recognizing Anxiety” program. The well received event was held at the Haverford Middle School and moderated by Margaret Fox-Tully.

NEW BUSINESS:

**Motion:** For the Board of Trustees to find the means to contribute \$1000 for the staff holiday party. Proposed by Jim Brown, 2<sup>nd</sup> by Margaret Fox-Tully.  
Unanimously approved.

Discussion: Board to provide \$1000 from the operating fund as a restricted gift for the staff holiday party.

OLD BUSINESS:

Mary Bear Shannon’s husband has a vehicle we can use for the 5K.

MOTION TO ADJOURN: Proposed by Doug Degenhardt, 2<sup>nd</sup> by Madeline O’Fria.  
Unanimously approved.

MEETING ADJOURNED: 8:00 PM