

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

DATE: November 28, 2018

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

ABSENT: NONE

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

PUBLIC COMMENT: NONE

Sukrit Goswami announced that there will be an article in tomorrow’s Philadelphia Inquirer about our “Book Club in the Bag” program and Mary Lou and Katherine are featured along with our library.

APPROVAL OF MINUTES:

Motion: To approve October 17, 2018 Regular Board meeting Minutes. Proposed by Jim Brown, 2nd by Monica Boccella. Unanimously approved.

COMMITTEE REPORTS:

FINANCE COMMITTEE: Monica Boccella

As of 11/9/18 fundraising for the annual appeal has brought in \$10,000.

The Finance Committee is recommending a brokerage account be set up to accept stock donations for fundraising. We have looked at four companies: Vanguard, Fidelity, Franklin Mint, and Charles Schwab.

Motion:

For the HTFL Board of Trustees to approve the work group; consisting of Douglas Degenhardt, Debbie Cella, Sukrit Goswami and Donna Reeves; to have the authority to make a final selection between Vanguard, Fidelity and Charles Schwab for the purpose of setting up a brokerage account to accept stock donations; with a resolution date of 12/7/18. Proposed by Monica Boccella 2nd by Jim Brown. Unanimously approved.

HTFL's current auditor is Rainer and Company at a cost of \$8,250.00 for an Annual Audit, Form 990, and one (1) in person Audit Report presentation, usually given at the April Board of Trustees meeting

CPA firm candidate interviews occurred on Wednesday, October 31, 2018 as follows:

1. BBD, LLC 8:30 AM - 9:30 AM
2. Tait Weller 9:40 AM - 10:40 AM
3. J. Miller & Associates 10:50 AM - 11:50 PM
4. Rainer & Company 12:00 PM - 1:00 PM

Motion: For the HTFL Board of Trustees to approve the submitted Request for Proposal (RFP) by J. Miller & Associates, LLC; 1617 John F. Kennedy Boulevard; Suite 1210; Philadelphia, PA 19103; at a cost of \$9,500.00, which will remain the same for 3 years, for an Annual Audit, Form 990, and at least one (1) in person Audit Report presentation, usually given at the April Board of Trustees meeting. Proposed by Monica Boccella, 2nd by Margaret Fox-Tully. Unanimously approved.

The Haverford Township Board of Commissioners unanimously approved (with one Commissioner absent) the first reading of the 2019 Haverford Township operating, sewer and capital budgets at their November 19, 2018 meeting.

The 2019 Proposed Budget Library Subsidy increased 3.25% to \$1,164,679 from \$1,125,717. The Minimum Municipal Obligation provided by the State increased by 8.7% to \$47,366 per year.

2019 Budget Approval Timeline

1. The Haverford Township Board of Commissioners will vote on the final 2019 budget at the December 10, 2018 meeting.
2. 2019 HTFL Proposed Budget will be forwarded to the Finance Committee on 12/11/2018.
3. The Finance Committee will meet for a formal review on 12/13/2018.
4. The Proposed Budget will be forwarded to the Board of Trustees for formal review on 12/14/18 and then approval on 12/19/2018.

Treasurer's Report - Douglas W. Degenhardt

1. Monthly Financial Report Review (October 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

PRESIDENT'S REPORT: Phil Goldsmith

The Personnel Committee reviewed a sick leave policy that Sukrit put together, and it was also shared with the finance committee although it does not carry any financial obligation. As of now our employees cannot carry over any unused sick time to the following year. Sukrit researched the Haverford Township policy and other municipalities policies. Our new policy is that unused sick leave will accumulate from year to year up to a maximum of 60 days and Unused and accumulated sick leave are not reimbursed upon separation from service; including but not limited to resignation, termination or retirement. We will be looking at a separate maternity policy, which would also include adoption.

Motion: To approve the new Sick Time Policy, proposed by Monica Boccella, 2nd by Jim Brown. Unanimously approved.

Phil also announced that we are good with the Keystone Grant Extension, and our extension is until 12/31/2019.

DIRECTOR'S REPORT: Sukrit Goswami

Facilities and Technical Services News

☑ Entrance to Library lobby is now refined with clear sight lines from Circulation Desk to front. Streamlined signage of Adult and Youth Programs displayed on lobby bulletin board and removed bookshelves blocking front window.

☑ In Old Bank Building area Large Print and Audio CD shelving moved to make room for additional tables and chairs, and space for First Floor programming when needed.

☑ Circulation attended DCL for discussions on Sierra system which announced online tutorials coming in 2019. We have been constantly reporting Sierra interruptions in service to DCL. The issue is still persistent and we are hoping that DCL gets this issue resolved.

☑ Circulation had 897 new acquisitions which was an increase of 184 from last month. HTFL also has the highest number of items circulated within the county at 22,245 which is 4,674 more items circulated than the next leading library, Marple.

Library News

☒ Youth Services Manager, Shannon Connor, will have her last day on December 2nd.

We will be contacting applicants to schedule interviews during the first week of December.

☒ Reference Manager interview process began in order to replace Mary Lou Kolowitz

who is retiring on December 31st.

☒ Dewey Decimal 5K – 2nd Annual Run had 121 participants and raised \$18,618 after expenses.

☒ I will be attending PALA Leadership Orientation on Dec 3-4th in Gettysburg.

☒ Reference and Youth Services Staff members attended continuing education meetings on topics such as Diversity & Inclusion, Advocacy, Digitization of resources, Community Reads, as well as the effect of the Opioid Crisis on libraries.

☒ Grant awarded for \$500 from ALA Coding for Kids program with a possibility of \$500 additional grant depending on performance after the event that will be held Dec. 2nd – 4th, 2018.

. Michele Caesar is retiring on December 31, 2018

Annual Appeal Update

☒ Annual Appeal began on November 9th, 2018 and raised \$11,407 to date which is an increase of approx. \$3,000 from the beginning of the 2017 campaign.

Program News

☒ Youth Programs 1,344 attendees, Teen Programs had 390 attendees and Adult Programs had 421 attendees.

☒ New program began for teens to introduce them to a variety of STEM products on a weekly basis.

☒ Outreach continued to a variety of schools and the Oakmont Farmers Market reaching 150 participants.

☒ Mary Bear Shannon and I met with Director of the Quadrangle Senior Living to foster a relationship with them.

NEW BUSINESS: NONE

OLD BUSINESS: Please review the gift acceptance policy, it will be voted on at the December meeting. A copy will be emailed to the board tomorrow.

Motion: To go into Executive Session at 7:47. Proposed by Jim Brown, 2nd by Madeline O’Fria. Unanimously approved.

MOTION TO ADJOURN: Proposed by Scott Lowe, 2nd by Margaret Fox-Tully. Unanimously approved.

MEETING ADJOURNED: 8:55 PM