

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

DATE: December 19, 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 7:01 PM.

PUBLIC COMMENT: NONE

APPROVAL OF MINUTES:

Motion: To approve November 28, 2018 Regular Board Meeting Minutes. Proposed by Jim Brown, 2nd by Monica Boccella. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee - Monica Boccella

Brokerage Account Options:

The Finance Committee voted unanimously to recommend Vanguard as the brokerage account vendor for HTFL.

Vanguard offers an asset based tier cost reduction to transaction fees and commissions. In addition, Vanguard offers the ability to grow into further cost reductions in conjunction with an increase in asset investment. Asset tier cost reductions are available from \$50,000 - \$500,000; \$500,000 - \$1,000,000. We are moving \$50,000 over so that we are in that tier.

Motion:

For the HTFL Board of Trustees to select Vanguard as our Brokerage account vendor, with Phil Goldsmith, President, Douglas Degenhardt, Treasurer, Sukrit

Goswami, Director, and Donna Reeves, Business Manager acting as authorized agents. Proposed by Monica Boccella, 2nd by Scott Lowe. Unanimously approved.

Phil Goldsmith announced that he has authorized his broker to transfer 21 shares of Bank of America stock to the Haverford Township Free Library tomorrow.

2019 Proposed Final Budget:

The Income Statement Profit and Loss monthly summary, line item fundraising, reflects an \$8,760 increase in the amount raised for the annual appeal in November 2018 \$19,582 as compared to November 2017 \$11,092. On the revenue line of the 2019 Projected Final Operating Budget the Finance Committee discussed the "Book Reserve Restriction" in the amount of \$53,781. Sukrit and his staff will investigate the origins of the stipulations and instructions associated with these funds.

Sukrit went over the proposed budget, he explained that we will be picking up \$39,281 from the Reserve, the main reason for this is that we had to match our expenses for the current way we stand, we had \$88,000 dollars mentioned for grant revenue which we took out, and we have to spend 12% of our budget for the library collection to adhere to DCLS guidelines. We have tried to be as conservative as possible. The 2019 proposed budget is \$1,537,887; the 2018 approved budget was \$1,493,373, so this represents a 3% increase. There is a possibility that we may not have to go into the reserve if we save some money on salaries in 2019, due to when different positions are filled, such as our reference librarian position.

Motion:

To approve the HTFL 2019 Budget. Proposed by Monica Boccella, 2nd by Margaret Fox-Tully. Unanimously approved.

Sukrit will inform the staff of the new minimum wage for part-time employees.

Treasurers Report - Douglas Degenhardt

1. Monthly Financial Report Review (November 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

Sukrit will update the employee handbook to reflect that the reimbursement for mileage will always follow the federal guidelines.

PERSONNEL COMMITTEE: Phil Goldsmith

We have gone through a series of interviews for our Youth Services and Reference Manager positions. We have seen some good candidates, and Sukrit has made an

offer to someone for Youth Services and is in the final stages of selecting the candidate for Reference. December 31st is the last day for Michele Caesar and Mary Lou Kolowitz who are both retiring.

PRESIDENT'S REPORT: Phil Goldsmith

We have had a year of progress and transition, first hiring a new director, hiring a new CPA firm, adopting a sick time policy, increased part-time salaries. We are losing some long term employees but we are bringing in some new well qualified employees. The one negative is the uncertainty of where we are going to be and when we are going to be there, we will just have to do our best with however this works out. Also, 3 trustee terms are up at the end of December, and are up for reappointment by the Commissioners in January.

DIRECTOR'S REPORT: Sukrit Goswami

Library News

- Staff and I would like to extend our appreciation to the Board for their generosity in the contribution to the Annual Holiday Staff Dinner.
- Some Staff members attended training and continuing education meetings last month varying from meetings about Equity, Diversity and Inclusion, to In-service training at Media Library, and programs on Career Workshops to include in our programming.
- PA Forward initiative to earn the Bronze Star has begun by completing tasks required by PLA. We will then work toward all earning all 5 Silver Literacy stars with the ultimate goal of earning the PA Forward Library Gold Star to raise awareness about library programs.
- Youth Services Department has filled the Manager position. The new Youth Services Manager, Rachee Fagg, will begin on Jan. 14.
- Attended outreach meeting with Senior Living Center at Brandywine Living. Mary Bear Shannon and I would like to see how HTFL can better serve the senior residents of the community.
- CREC Drop box collected 167 books last month, serving 62 customers of which 23 were new customers to this drop box location.
- Annual Appeal beginning Nov 9, 2018 has raised \$17,812, to date.

Facilities and Technical Services News

- Michele Caesar's last day at HTFL is Dec. 31st, after 24 years working at the Library. She is looking forward to retirement.
- Book Bundles are on display in the Friends of HTFL new area in old bank building. The Bundles have done well raising over \$475 with over 60 book bundles sold. As of 12/19, the bundles have gone on flash sale and price reduced to \$5.

- Autism Committee is working to create an Autism friendly space for use by children and teens of all ability levels. Grants and memorial funds have made it possible to create a space with books, toys, kits and furnishings that will be suitable for people on the spectrum.

Program News

- Book Bites annual program had 6 speakers; 5 from the Reference Department and 1 previous reference staff member. It was attended by 43 people that enjoyed the Recommendations on reading material from the staff.
- Adult Programs hosted the Red Cross as well as Aetna and Independence Blue Cross Medicare groups during the Open Enrollment period as programs to help the community.
- Youth Programs had 800 attendees. Teen Programs had 355 attendees in wonderful programs like Evil Genius where teens can learn about many different Science and STEM kits that make learning fun.
- Outreach continued to a variety of schools and the Oakmont Farmers Market reaching 523 children.

NEW BUSINESS: We will have a new holiday schedule – we will now be open on Dec. 26th and we added 1 Floating holiday.

Motion: To approve the 2019 Holiday Schedule. Proposed by Jim Brown, 2nd by Doug Degenhardt. Unanimously approved.

The 2019 HTFL Board of Trustees schedule is the 3rd Wednesday of every month with the exception of June, because of the ALA Annual Conference, the meeting will be held on June 12th. Sukrit will also be sending out a sign-up sheet for the trustees for the DCLS meetings. We did fulfill our commitment for 2018.

OLD BUSINESS:

Sukrit went over the gift acceptance policy, explained that a few minor changes were made, and also explained that the gift policy can always be amended at any time.

Motion: To accept the new gift acceptance policy. Proposed by Monica Boccella, 2nd by Scott Lowe. Unanimously approved.

Motion: To go into Executive Session at 8:19 PM. Proposed by Jim Brown, 2nd by Madeline O’Fria. Unanimously approved.

MEETING ADJOURNED: 8:38 PM