

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

DATE: January 17, 2018

ATTENDING: Phil Goldsmith, President
Scott Lowe, Vice-President
Douglas Degenhardt, Treasurer
Madeline O’Fria, Secretary
Margaret Fox-Tully
Monica Boccella
Jim Brown
Rachelle Nocito, Director
Donna Reeves
Patty Mungun
Michele Caesar
Scot Oldham

ABSENT: NONE

The meeting was called to order at 7:00.

INTRODUCTORY COMMENTS: NONE

PUBLIC COMMENT: NONE

APPROVAL OF MINUTES:

MOTION: To approve December 20, 2017 Board meeting minutes. Proposed by Madeline O’Fria, 2nd by Scott Lowe. Unanimously approved.

COMMITTEE REPORTS:

FINANCE COMMITTEE: Monica Boccella stated that the finance committee has reviewed the recommended invoices from the building committee and recommends the invoices for approval at tonight’s meeting, effective 1/17/2018.

Motion: To approve Momenee, Inc. invoice #2737, in the amount \$4,655, for civil engineering services rendered from Nov. 6, 2017 to Dec. 3, 2017. Proposed by Monica Boccella, 2nd by Scott Lowe. Unanimously approved.

Motion: To approve Bernardon invoice #0000016, in the amount of \$12,400 for professional services, (\$14,991.00 less \$2,591.00 which was for additional labor services). Proposed by Monica Boccella, 2nd by Scott Lowe. Unanimously approved.

Motion: To approve Accurate Construction Management, LLC invoice # HFLPC01, in the amount \$8500.00 for services provided as the construction manager. Proposed by Monica Boccella, 2nd by Scott Lowe. Unanimously approved.

Motion: To approve Carson Block Consulting Inc. invoice #2018-382 for technology consulting, in the amount \$4075.00. Phil Goldsmith has renegotiated Carson's contract and it has changed from \$15,000 to \$12,000. Proposed by Monica Boccella, 2nd by Scott Lowe. Unanimously approved.

Motion: To approve ERATE consulting services provided by TeleTech Associates, Inc. at a cost of \$475.00. Proposed by Scott Lowe, 2nd by Jim Brown. Unanimously approved.

Motion: To approve authorization for the Board's Vice-President, Treasurer, and President to review and approve directly sending to the Township upcoming reoccurring Architect, Civil Engineer, CM/Owner's rep invoices consistent with the approved contract to allow for timely payments. Proposed by Monica Boccella, 2nd by Scott Lowe. Unanimously approved.

Motion: To approve allocating \$10,000 from operating fund #6510 into fund #150 for the capital campaign in accordance with the prior Board motion on 12/20/2016, effective 1/17/2018. Proposed by Monica Boccella, 2nd by Scott Lowe. Unanimously approved.

Motion: To approve increasing the amount allocated from operating fund #6510 to fund #150 for the capital campaign on a monthly basis from \$5000.00 to \$10,000.00 until further notice, effective 1/17/2018. Proposed by Monica Boccella, 2nd by Scott Lowe. Unanimously approved.

Motion: To update the mileage reimbursement for the staff to be consistent with the IRS guidelines effective 1/1/2018. Proposed by Monica Boccella, 2nd by Scott Lowe. Unanimously approved.

Doug Degenhardt reviewed the balance sheet as of Dec. 31, 2017 and explained that all of the Bancorp accounts are now "0", and everything is reflected in the Beneficial and Franklin Mint accounts. Doug went over the Profit and Loss monthly summary - Dec. 2017 vs. Dec. 2016 - we had an 0.8% increase mainly due to fundraising and township appropriation. Expenses were up 0.8% mainly due to benefits, library collections, and maintenance. As far as Year to Date our income increased 3.9% which is very close to what was projected, mainly due to the capital campaign and the Friends Gifts. The decrease in DVD rentals is worth noting: rentals are down due to streaming. Our Year to Date expenses for 2017 are up 49.3% vs. 2016 due to

computer equipment, website and Wifi upgrades, Maintenance issues with heating and AC, and Building Prep for Gala. Our net loss amount is mainly attributed to the Library's financial commitment of \$500,000 given to the Township for Capital Campaign/Renovation for an overall Actual vs. Projected Budget Expense Increase of \$8,182 and a year to date expense increase of \$658,859.

BUILDING COMMITTEE:

MOTION: To approve change orders to Bernardon's contract in the amount \$6,850 to add back in the scope of work associated with providing a detailed estimate for the construction documents days on the project.

Proposed by Scott Lowe, 2nd by Monica Boccella. Unanimously approved.

Scott Lowe gave an update on the construction manager: he is very happy with Accurate Construction Management. They have stepped in and made great progress. They have established a relationship with the architect. There was a meeting in the basement of the bank yesterday and Joe brought together the engineer, the architect, Phil, and Scott and they talked about what it was going to be like to dig down in the basement. Accurate actually brought in a contractor who does that kind of work. Scott is much more comfortable with going ahead with that part of the project. Accurate has hit the ground running and every time a question comes up they are right there to answer.

DIRECTOR'S REPORT: Rachelle Nocito reported that the staff received the 2% raise on January 11, 2018 that the Board approved. The staff reviewed for a second time, the schemes of carpeting and flooring for the library. The darker gray rug flooring with colored lines and cream/gray speckled terracotta tile for entrance way and bathrooms were voted as the favorite. Three staff members, Shannon Connor, Mary Bear Shannon, and Katherine Adriaanse, will be the keepers of the home page, blog role, Facebook and You Tube. The information keeper is Scot Oldham. Also, the Friends of the Library donated \$19,010.17 to the library. Part of this funding is \$6,249.95 from the Gala's Silent Auction paid into the Capital Campaign. \$12,760.22 is to contribute to the purchase of needed tech equipment, Museum passes, Summer Reading materials, and for the Sounds of Summer.

Fundraising Report: Scot Oldham – annual appeal is underway and we are off to a successful start, we are at \$25,953 to date. So far to date, we are \$2840 ahead of last year at this time. Scot will be analyzing “giving patterns” and will give a more detailed report next month. He is working on several grants at this time including the Albert Greenfield Foundation, the Haverford Township Civic Council, and the Max and Victoria Dreyfus Foundation. The Capital Campaign is in its earliest stage, beginning with a search for a consultant to provide guidance.

NEW BUSINESS: NONE

MOTION TO ADJOURN: Proposed by Margaret Fox-Tully, 2nd by Madeline O'Fria.
Unanimously approved.

Meeting adjourned 8:00 P.M.