

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

DATE: February 21, 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 Mungan  
Michele Caesar  
Scot Oldham  
Jen Phillips  
Gerry Hart

ABSENT: NONE

The meeting was called to order at 7:00.

INTRODUCTORY COMMENTS: Phil Goldsmith introduced Commissioner Gerry Hart who is now the liaison to the library, replacing Kevin McCloskey. Phil also announced that Jacqueline Woodson will be coming to Haverford Middle School on Feb. 27<sup>th</sup> to discuss her book, ***Another Brooklyn***, the One Book, One Philadelphia selection for 2018. Jen Phillips will be interviewing her. We are the only suburban library that she is coming to.

PUBLIC COMMENT: Lainie Clewell talked about her program, “Squares of Hope” that she and her friend Emma Schoff started last summer. They wrote inspirational sayings on squares of wood, leftover from her dad, and sold them for \$3.00 each. They are donating all of the money they raised, \$325.00, to HTFL. Phil Goldsmith thanked Lainie and presented her with a certificate of recognition for all of their hard work and dedication to the library.

APPROVAL OF MINUTES:

**Motion:** To approve January 17, 2018 Board meeting minutes. Proposed by Jim Brown, 2<sup>nd</sup> by Scott Lowe. Unanimously approved.

## COMMITTEE REPORTS:

**BUILDING COMMITTEE:** Scott Lowe reported that the architect is continuing to work on the construction documents. We are on track for about 95% completion in March. Scott thanked Rich Caesar for handling the “switch gear” testing. The furniture committee has done a phenomenal job under the direction of Ed Jenkins and has made a lot of progress. Things are moving forward, we are going ahead with the excavation for the makers space. Scott and Phil thanked Rich Caesar, Ed Jenkins, and Jeff Miller for all of their hard work and time spent on this project.

**FINANCE COMMITTEE:** Monica Boccella announced that the Annual Appeal has generated more income this year than last year. We will be looking at the MKM Foundation monies and how we will be taking care of that. Doug Degenhardt reviewed the balance sheet as of January 31, 2018. He went over the Profit and Loss monthly summary - Jan. 2018 vs. Jan. 2017 – we had an increase of 19.2% mainly due to a significant increase in fundraising, special thanks for the Friends gifts, and a slight increase in township appropriation. Expenses were down 89.1% because of the \$500,000 preconstruction contribution given to the township. Overall, our year to date numbers look very good. Revenue has increased 19.2% and our expenses are down 89.1%.

**STRATEGIC PLANNING COMMITTEE:** Jim Brown reported on their recent activities: 1) Outreach Subcommittee had a very successful SWOT analysis session: Results will inform our planning efforts in numerous ways, additional SWOT sessions will be scheduled for the board and for library staff. 2) The Outreach Subcommittee has begun to generate a plan for surveying the community on a range of issues related to our planning. We have a potential consultant to help us with survey development and processing and for focus group work. We will work jointly with the fundraising committee to coordinate data collection and analysis. 3) We received a report from new SPC member Colette Bannan on strategies for providing physical library collection items at locations other than the library building. The report included: types of access, reasons for successes and failures at other libraries and ranges of costs. We'll be evaluating these strategies both for the period the library is out of service and, more importantly, for a long term improvement in library services. 4) We had a review, capably led by Mary Lou Kolowitz, on the administrative organization of the library and the ranges of activities and responsibilities of the various divisions of the library. This helped inform non-staff members of the SPC regarding the current range and level of services we provide. Phil added that we are looking for potential locations for dropboxes during the renovation.

**FUNDRAISING COMMITTEE:** Margaret Fox-Tully reported that she, Phil Goldsmith and Scot Oldham have met with three capital campaign consultants, they are

beginning the 2<sup>nd</sup> round of meetings with 2 of the 3 tomorrow. From there, we will be able to identify the size of the committee, the scope, and the necessity of a feasibility study. Phil has also met with several people who can be on the capital campaign committee, possibly as honorary members.

**DIRECTOR'S REPORT:** Rachelle Nocito reported that she is working on the state report which is due Feb. 28<sup>th</sup>. Rachelle is writing the report and Donna Reeves is reviewing the report. The managers are currently weeding the collections down to 105,000, we are currently at 107,000, and they are developing strategies for packing the collections. Rachelle met with Justin Davis to pursue the video recording and still photography record of the renovation. This is an inclusive product and approval is needed to pursue more companies that provide this service for cost product comparison. We visited the old township building to review what is needed in terms of the space. Lastly, the PLA conference is in Philadelphia the last week of March, from the 21<sup>st</sup> to 24<sup>th</sup>, tickets are available for Board of Trustee Members. The Annual Appeal is ahead of last year, right now we have \$29,900. We have been active with the appeal for 91 days. There have been 390 donors with an average donation of \$76.67.

**NEW BUSINESS:** NONE

**EXECUTIVE SESSION:** 7:31 PM

**MOTION TO ADJOURN:** Proposed by Margaret Fox-Tully, 2<sup>nd</sup> by Jim Brown. Unanimously approved.

**MEETING ADJOURNED:** 8:02 PM