

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

DATE: March 27, 2019

ATTENDING: Phil Goldsmith, President
Margaret Fox-Tully, Vice-President
Douglas Degenhardt, Treasurer
Madeline O’Fria, Secretary
Debbie Cella
Jim Brown
Scott Lowe
Sukrit Goswami, Director
Donna Reeves
Rachée Fagg, Staff
Zephora Dove, Staff
Keri Painter, Staff
Megan White-Marley, Staff
Elijah Burno, Staff
Amy Moskovitz, Staff
Alex Reed, Friends
Don Kelly, HTCC

ABSENT: NONE

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

Phil Goldsmith and Sukrit Goswami introduced the new employees Amy Moskowitz, Keri Painter. Amy talked about our new programs: Monday Matinee, Pop-Up Poetry, (poetry readings throughout our community), Movie Screenings, Wind Down Wednesday, which is an hour of Zen and relaxation for an hour, which will take place twice a month. Amy will also be starting a non-fiction book club in the fall. Amy will also be speaking at the next Commissioners meeting. She will be reading a poem in honor of Pop-Up Poetry month, and in honor of National Library Week she will be talking about all of our exciting programs that we have at our library. Keri Painter works part-time in circulation, she is a meditation instructor and also has a Masters degree in Social Work.

APPROVAL OF MINUTES:

Motion: To approve January 16, 2019 Regular Board meeting minutes.
Proposed by Doug Degenhardt, 2nd by Margaret Fox-Tully.
Unanimously approved.

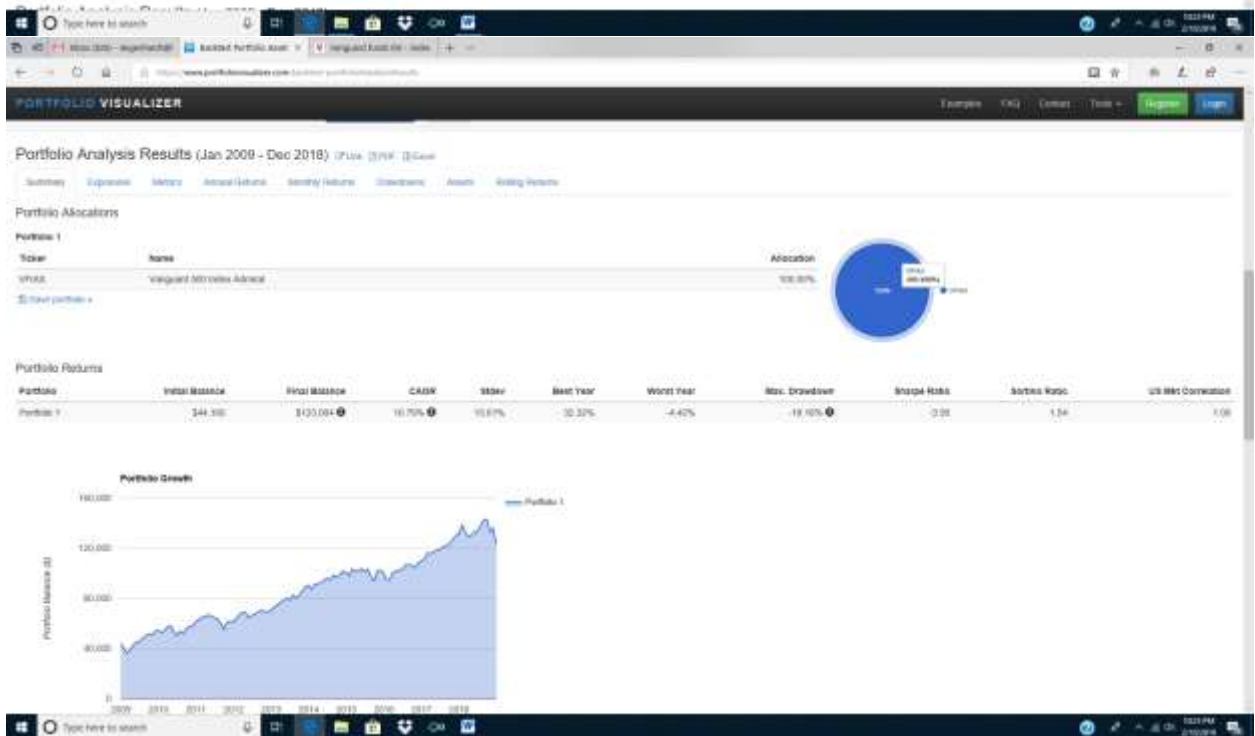
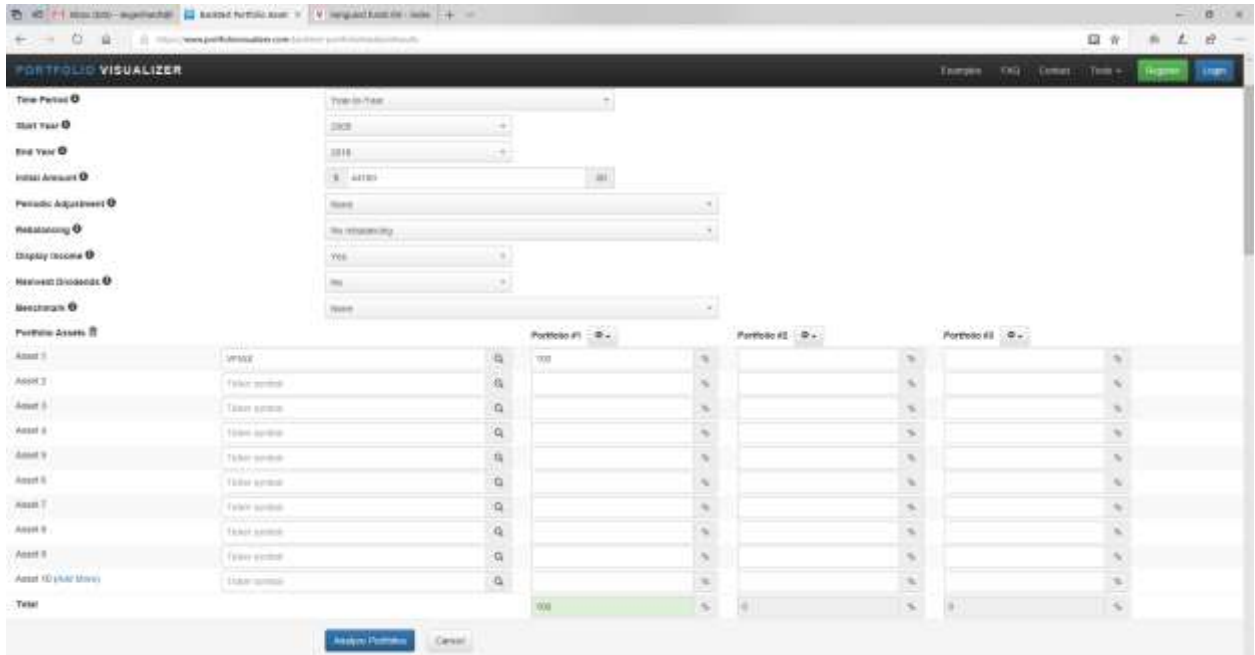
COMMITTEE REPORTS:

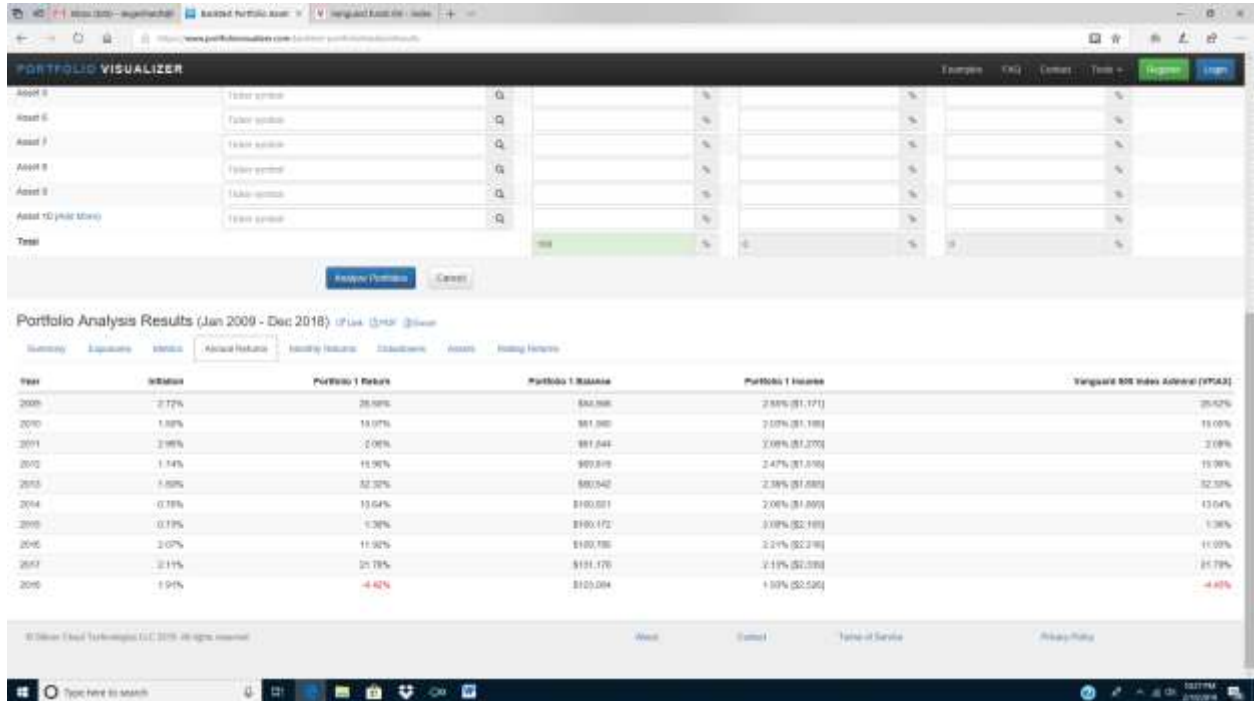
Finance Committee – Deborah A. Cella

1. Delaware County Library System (DCLS) 2018 Haverford Township Free Library State Report – Douglas W. Degenhardt
 - A. 2018 DCLS State Report due date March 1, 2019 (versus 2017 DCLS State Report due date April 2, 2018).
 - B. Review and sign off schedule were as follows:
 1. Pages 1-11: Reviewed on Friday, March 01, 2:00-4:30 PM
 2. Sign Off: Friday, March 01, 4:30 PM
 3. Electronic DCLS Submission: Friday, March 01, 4:40 PM
 - C. During the review process, I identified areas for creating efficiencies using our internal data source Excel templates, and the need for data point definition and procedural documentation for business continuity purposes. I am willing to lead those initiatives and will discuss my thoughts with you for the 2019 State Report.
 1. Create a central database on the HTFL network drive where the Director and Departmental Managers have monthly update permission/access to reduce the burden of the current annual communication/data collection process via hard copy and e-mail for data input and metrics needed for the DCLS State Report. These monthly metrics would be a valuable source of information for the Director and Board to identify trends at HTFL.
 2. Create DCLS State Report formal procedural documentation for each data point definition and business continuity purposes.
 3. Ensure Data Quality. On the 2018 DCLS State Report, Line 49, “Reference Questions Received Annually,” was listed as 0 versus 43,675 for 2017 due to the Reference Department’s failure to track and report the 2018 data.
2. 2018 Audit Process & Procedures - Deborah A. Cella
 - A. M. Robin Holland, CPA, Senior Audit Manager, was at the 02/14/2019 Finance Committee Meeting to describe the 2018 Audit Process & Procedures.
 1. Fieldwork dates: 02/27-02/28/2019.
 2. Issue draft report by 04/01/2019.
 3. Present audit results: 04/11/2019 Finance Committee Meeting.
 4. Issue final report by 05/01/2019.
 - B. M. Robin Holland and staff were at HTFL on 02/27/2019-03/01/2019 for fieldwork.
 - C. Recommend changing the presentation of audit results from the 04/11/2019 Finance Committee Meeting to the 04/17/2019 Board of Trustees Meeting, as was the protocol with HTFL’s previous auditor.
 - D. 2018 HTFL Audit Report due to Township of Haverford on 05/15/2019.
3. Additional Revenue Sources for 2019 and Beyond – Douglas W. Degenhardt
 - A. Formal Meeting Room Policy with set fees for time usage.
 - B. Workplace giving program, with potential employer match.
 - C. Create new partnership opportunities and work together with the Friends of the Haverford Township Free Library to fundraise, promote, and advocate on behalf of the Library.
 - D. Review and discussion.

C. Hypothetical Portfolio Analysis Example 1: \$44,160 Initial Investment on 01/01/2009.

1. Vanguard 500 Index Admiral (VFIAX) Portfolio Analysis Results (Jan 2009- Dec 2018).





6. Invoice Review and Approval – Phil Goldsmith

A. Review and discussion of March 7, 2019 Bernardon proposal to provide Architectural and Cost Estimating services for a site plan feasibility study for a new library building on a site presently occupied by the former Brookline Elementary School, located at 1105 Earlington Road, Havertown, PA. The Library is seeking a determination of the feasibility of using the site and the costs required to construct the facility. Accordingly, Bernardon proposes the following architectural and cost estimating services to be provided.

1. Architectural Services \$ 9,072
2. Cost Estimating Services \$ 4,074
3. Reimbursable Expenses (estimated) \$ 500
4. **TOTAL FEE: \$13,646**

B. Motion: For the HTFL Board of Trustees to approve the March 7, 2019 Bernardon proposal to provide Architectural and Cost Estimating services for a site plan feasibility study for a new library building on a site presently occupied by the former Brookline Elementary School, located at 1105 Earlington Road, Havertown, PA for a cost of \$13,646. (Discussion, Vote)

Treasurer’s Report – Douglas W. Degenhardt

1. Monthly Financial Statement Review (December 2018 w/Accruals, January 2019, February 2019)
 - 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

2. Electric Rate Update

- A. Cost will continue to be monitored and cost comparison grid updated by the Treasurer and Business Manager for Board of Trustee informational purposes to track rate trend. The Board of Trustees may want to explore executing a new contract to lock in a lower rate to realize cost savings if that occurs in 2019.
- B. At the 02/14/2019 Finance Committee Meeting, it was the Finance Committee's unanimous recommendation that effective 02/22/2019 to authorize HTFL's energy broker, Integrity Energy, to switch HTFL's electric suppliers due to a cheaper rate.
 1. HTFL's former electric supplier was GDF Suez Energy, whose rate was 0.0673 per KWH, and whose contract expired April 2019.
 2. Effective 02/22/2019, HTFL's current electric supplier is Direct Energy, whose current rate is 0.0665-0.0699, but they will honor the last quoted rate of 0.0639 from December 2018 because they want our business.

Motion: To approve the March 7th Bernardon proposal to provide an architectural review/site plan of the Brookline elementary school site at a cost of \$13,646. Proposed by Doug Degenhardt, 2nd By Scott Lowe. Unanimously approved.

PRESIDENT'S REPORT: Phil Goldsmith

Phil has reached out to Jim Byrne, the township solicitor, about the group that has been meeting at the library every Saturday, for guidance about our meeting room policy and legal issues. Sukrit has been working on a new meeting room policy since last year, which we will discuss tonight but not vote on. A draft has been provided for you. Whatever policy we come up with needs to be enforced consistently. We must discuss certain issues such as how much we are charging for the room, how frequently the room can be rented by the same person/group, etc...

Friends Liaison Report - Jim Brown

Jim introduced Alex Reed from the Friends who reported on Designer Bag Bingo and other fund raising idea, they are trying to get younger families involved and they are also revamping their website. This summer a Spelling Bee is planned, which will be Quizzo style.

DCLS Trustee Focus Group - Margaret Fox-Tully

Margaret attended a focus group on March 20th. DCLS has hired 2 consultants to help them develop a strategic plan. The county system has a modest foundation with about \$40,000 that was started with bequests, but no real specific direction. So far, they have distributed money equally to all Delaware County libraries. They are a volunteer board and they have a website, but at the present time they are inactive. The consultants have been hired to research what direction they should go. The goal of the meeting was to gather feedback from all of the county libraries. In the past they have funded summer Science programs.

Director's Report - Sukrit Goswami

1. New VOIP Phone System
 - a. We recommend that we hire Steadfast Telecommunications for a cloud based telephone system.
 - b. Please see the handout for detailed information
 - c. Discussion?
2. Cleaning Service Update
 - a. Interviewed 7 agencies
 - b. Will be receiving quotes in 5-10 days
3. Met with Deputy Police Chief - Joseph Hagan
4. Meetings with all staff are being scheduled with the administration
5. From now on all new staff will be introduced to the board on a regular basis.
Good for staff to understand and know all aspects of the library
6. Bathrooms sink repair is complete
 - a. Both bathrooms are fully functional
 - b. 2nd floor boys' urinal is in the process of being assessed and repaired
7. Research has begun on the Self Check machines at the library
8. Employee Handbook - Development has begun on updating the handbook
9. Elevator malfunctioned on 3/25/2019 and staff member got stuck in elevator.
 - a. Managers followed protocols and the elevator door opened after emergency procedures were followed.
 - b. All managers and staff were trained after this incident on elevator alarm
10. Customer Service Training - Brainstorming
11. Fax machine to be moved downstairs in the public area
12. Book Nook Dedication and Autism Awareness collection was unveiled on 3/19/19 - The event was well attended.
13. Two new staff started in Youth Services Dept: Elijah Burno and Julia Walls
14. Two additional story times have been added since the others were so popular
15. Social Media presence has increased especially on Instagram where teens prefer to follow accounts.
16. The library gave farewell to Scot Oldham and Jenifer Phillips.
 - a. Scott moved to South Carolina to join his wife as she accepted a job in a university in South Carolina.
 - b. Jenifer accepted a full-time position at a different institution
17. Shelf Talkers have been added to inform patrons of book collection highlights and they change monthly
18. Pop-Up Poetry programs will begin in April at Oakmont Roots Café with Amy and Mary
19. Meeting Room Policy DRAFT
 - a. Mtg. Room Policy - Discussion?

Motion: To approve new phone system (Steadfast), to be installed at a one time cost of \$5000.00.

Proposed by Doug Degenhardt, 2nd by Margaret Fox-Tully. Unanimously approved.

Meeting adjourned: 9:25 PM