

THE HAVERFORD TOWNSHIP FREE LIBRARY ASSOCIATION
Annual Association Meeting Minutes (FINAL)

DATE: MAY 16, 2018

ATTENDING: Phil Goldsmith, President
Scott Lowe, Vice-President
Douglas Degenhardt, Treasurer
Madeline O'Fria, Secretary
Jim Brown
Monica Boccella
Margaret Fox-Tully
Debbie Cella, Accountant

ABSENT: NONE

The meeting was called to order at 7:05 PM.

APPROVAL OF MINUTES:

Motion: To approve the minutes of the May 17, 2017 Annual Association Meeting. Proposed by Scott Lowe, 2nd by Jim Brown. Unanimously approved.

TREASURER'S REPORT: Doug Degenhardt

Financial Report – Reporting on the HTFL results for the calendar year ended Dec. 31, 2017

I reviewed the **Balance Sheet (aka Statement of Financial Position)**, starting with the overall cash on hand of \$974,981.07. I noted that \$44,160.00 was restricted/committed for book purchases and/or restoration. Also, \$381,839.49 is committed for capital campaign/renovation improvements.

I reviewed the **Statement of Cash Flows**, which reconciles the net decrease (-)\$515,179.81 to the change of cash of (-)\$37,915.14. The main variance is due to the difference in pre-paid expense of \$502,236.00 in 2016 vs \$2,166.28 in 2017.

I reviewed the **Income Statement (aka Profit & Loss Summary w/Previous Year Comparison)** comparing 2017 performance to 2016 performance. I noted the major increase in revenues was related to an increase in Haverford Township funding. Also, there was a 40% increase in fundraising and grants were up in excess of 1,657%. Library generated revenue (fines, DVD rentals, and copy machines) actually decreased for 2017. Library collection expenses were lower in 2017 due mainly from the decision to continue to cut back on the library physical collection purchases so as not to have to move those items when the building is renovated.

More digital purchases are planned going forward as has been the case in previous years. Employee benefit cost were up due to staff changes from part-time to full-time and premium increases.

I reviewed the **Income Statement (aka Profit & Loss Year to Date Summary Actual vs. Budget Comparison)** comparing the 2017 performance to the 2017 budget. In terms of revenues measured in the budget, the library over performed. While the Library generated lower revenue (fines, DVD rentals, and copy machines) there was an increase in fundraising events. Overall, the library does overcome the deficit through additional income generated by grants and Friends' donations. Expenses were higher across the board for salaries, benefits, maintenance, supplies and equipment

PRESIDENT'S REPORT: Phil Goldsmith

The past year has been a year of transition for our Library. Christine Faris, our long-term director retired in February; Rachelle Nocito stepped up as our interim director; we lost a loyal advocate and friend of Haverford library with the death of Angela; the Township appointed Jim Brown to succeed Angela on the Board of Trustees. It couldn't have made a finer selection; the Association elected a new representative to the board last May in Margaret Fox-Tully, who has brought experience in education and organizational management to the board and now oversees our fundraising initiative. Nancy Diamond, who had been on the board, has graciously agreed to provide her insights by serving on the Strategic Planning Committee. Finally, the leadership baton was graciously passed from Monica to me when she stepped down as President. I thank her for her cooperation and support.

When I became President last July, I had three immediate objectives: 1. To urge the Township to allow us to restart our renovation plans; 2. To conduct a search for a permanent director. 3. To begin a capital fund raising campaign for our renovation project. None of these precluded our most important job—to ensure this library—during this time of transition—continued to provide the high quality of services to our patrons and community as it has in the past.

So, how did we do?

- Yes, the Township gave us the green flag to restart our renovation projects. We hired a new construction management team and went to work with our architects to complete the architectural drawings and plan for a temporary move to the old Township Building. And we were about to obtain an independent cost estimate of our plans. In short, we were going at a 100 Miles per Hour. And my thanks to the Building Committee, but to Jeff Miller, Rich Caesar, Ed Jenkins and Scott Lowe, all volunteers who gave unselfishly of their time and shared their years of experience in working on major architectural projects. And then, to paraphrase the name of an old movie-- A

Funny Thing Happened On the Way to The Forum-- a surprising thing happened on the way to completion: The Township asked us to cease all work because the opportunity for another possible location might be available. I was excited by the new opportunity but concerned about the delay and the loss of momentum. As of tonight, we still have not received any official word about whether that new location might be available or a timetable of when we can expect a decision. While the decision for a new site with more parking is something we support and welcome, the uncertainty has been frustrating.

- As for the search for the new director, we commenced that in earnest in November. We have received applications and interviewed candidates. Unanimously, the Board of Trustees made an offer to an individual. I am pleased to announce that this individual was start on June 4th but cannot reveal his name until he provides his current employer notice later this week. Once he does then I will communicate that to the staff and larger community. What I can say is that he is someone with ample experience in public library management, with an advanced degree in business, knowledgeable about technology and passionate about the value and importance of libraries and their role in a community. He will transition with Rachelle for a week or so before she leaves on June 16th.

Let me take this opportunity to thank Rachelle for her passionate service during the past 15 months. I think it's fair to say that Rachelle took over the reins during a turbulent time at the Library. Thanks to her she will be leaving behind a Library that has found its sea legs. Under her leadership, the Library had the most successful Gala in its history, with more than 200 people packing the Library, enjoying food, drink, music and fellowship. It was under Rachelle's tutelage that we conducted the first annual Dewey Decimal 5k and Fun run, raising \$10,000 for the Library. Rachelle has been a vigorous advocate for special needs children, like those with autism and has herself taken a few of them under her wings at the Library. And she will leave behind a new portable kitchen—thanks to a grant--which will allow us to hold cooking classes here for kids and adults. And let's not forget that prior to becoming the interim director, she was essential in the successful grant from the state for a \$500,000 Keystone grant. There is much more to say about Rachelle's contribution, but I will save those remarks for a more appropriate time.

But I want to thank her publicly tonight for all her efforts as interim director. I know firsthand what it's like to be in an interim position: I did it at the interim Chief Executive Officer of The School District of Philadelphia, interim executive director of Fairmount Park and as interim head of the Trust Division at PNC Bank. You don't

know whether you are fish or fowl, unclear what kind of decisions you can make or which you must leave for the next person. It's not easy. I remember when we first met when I joined the board and she reminded me that when I was CEO of the School District of Philadelphia and she was overseeing library services she had approached me about a bureaucratic problem and I was able to solve it which sort of surprised me. I didn't think I had solved much when I was at the helm of the School District. I have no doubt that over the past several months there were times Rachelle viewed me not as a problem solver but as the problem. But I think we have mutual respect for each other. We are two individuals who are passionate about the value of libraries in general and the goodness and potential of this library in particular.

- While we have taken steps on the capital fund raising campaign, that has been slowed down because of the uncertainty whether we will be raising money for renovations for this building or for the new site. Fund raising consultants we contacted told us that there are different strategies to use in raising money for a renovation versus for a new building. Nevertheless, we have begun some preliminary work with the firm Dunleavy Associates. I know Margaret Fox-Tully, who is chairing that committee and has ample experience in fund raising from her time at Princeton University and other institutions.

Financially, we are in good shape. You need not take my word for it. Our independent auditors have told us so. Still, we need to be more aggressive in seeking funds for our Library—whether it be our annual appeal, capital campaign, or special events such as our 5K run or Business Sponsorship Program. We need to be more imaginative and never, ever be shy about asking for money to support this Library which is an important fabric of this Township. Let me also give a special shout out to the Friends group. They have been great partners and have helped swell our coffer. We look forward to strengthening those bonds in the years ahead. We have formed a dynamic strategic planning group under the leadership of Jim Brown. It includes staff members like Mary Lou, Scott and Shannon as well as members from the community like Joan Mazzotti, former board member Nancy Diamond, Don Kelly and Collette Bannon. We have done some important work such as conducting a SWOT exercise, but it too has been slowed down because of the uncertainty about our location. But once we finalize our plans, the strategic planning group will get back into action.

One of our goals is to take more of our services to the public and I am pleased to announce that we will soon be installing a book drop in front of the CREC building at the Reserve. A patron need not come here to return a book, now she will have another alternative. And if that goes well we will install some more. My thanks to Larry Gentile, The Township Manager, Assistant Manager Tim Denny and Larry Woods, operations manager at the CREC for their support and cooperation. We hope

it will be up and running by mid-June and if that proves to be successful we will explore other locations in the Township to install at least one more.

I want to thank my fellow board members each of whom have been very supportive of me during my year as President. Whether it be Jim Brown with his calm insights, Madeline for her pitching in whenever and wherever she is called upon; Doug for his eagle eye in examining out numbers; Monica for her insights and counsel, Scott who has labored assiduously over our renovation planning and who provides the expertise I surely lack and finally to Margaret Fox-Tully for her knowledge about organizational effectiveness and her “let’s get it done” attitude I cherish.

But my largest thanks go to the managers and employees of the Library. They are the ones that make this Library tick, the ones which have made it the most heavily used Library in the County, the ones that take care of our patrons and sometimes need to put up with us. I thank you for all you do.

Election of Board of Trustees Position - Scott Lowe was unopposed, he was unanimously re-elected with a vote of 24-0.

PUBLIC COMMENT: Mary Lou Kolowitz asked about the Keystone Grant and what will happen to it if we are delayed with the renovation. Phil stated that we are looking into an extension, and that the township is looking into other grant possibilities if it is decided to build at another location.

MOTION TO ADJOURN: Proposed by Jim Brown, 2nd by Monica Boccella. Unanimously approved.

MEETING ADJOURNED: 7:39 PM