

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

DATE: MAY 15, 2019

ATTENDING: Phil Goldsmith, President
Margaret Fox-Tully, Vice-President
Jim Brown
Alyce Callison
Madeline O'Fria, Secretary
Debbie Cella, Treasurer
Scott Lowe
Sukrit Goswami, Director
Donna Reeves
Don Kelly
Eliav Decter, Friends

ABSENT: NONE

The meeting was called to order at 8:05 PM.

PUBLIC COMMENT: NONE

APPROVAL OF MINUTES:

Motion: To approve the minutes of the April 17, 2019 BOT Regular Board Meeting. Proposed by Scott Lowe, 2nd by Margaret Fox-Tully. Unanimously approved.

COMMITTEE REPORTS:

1. 2018 Final Audit Review and Approval - Deborah A. Cella

A. Joyce E. Miller, CPA and M. Robin Holland, CPA presented the HTFL 2018 draft Audit Report at the 04/17/2019 Board of Trustees Meeting, as was the protocol with HTFL's previous auditor.

B. HTFL 2018 Final Audit Report due to HTFL week of 05/06/2019.

C. HTFL 2018 Final Audit Report Finance Committee Review and Approval – 05/09/2019.

1. **Motion:** For the HTFL Board of Trustees to approve the HTFL 2018 Final Audit Report prepared by J. Miller & Associates for submission to the Township of Haverford on 05/15/2019. Proposed by Debbie Cella, 2nd by Scott Lowe. Unanimously approved.

2. Agreement for the Provision of District Library Services Within the Delaware District July 1,2019 - June 30, 2020. Sukrit signed the agreement but we still have a few questions on a couple of minor issues which Cathy Bittle has promised she will answer as soon as possible.

3. Invoice Review and Approval

A. None.

TREASURER'S REPORT – Debbie Cella

1. Monthly Financial Statement Review (April 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

PRESIDENT'S REPORT – PHIL GOLDSMITH

Phil welcomed new Board member Alyce Callison. He gave a building update – he has set up a meeting with 4 commissioners on June 4th. The Bernardon plan for the Brookline site includes 70 parking spaces, keeps the playing fields and has the building at 35,000 square feet. The cost is approximately \$18 million. Independent cost estimates for the library to be renovated at its present location are coming in at approximately \$7.5 million. At the commissioners work session on June 3rd they will be deciding if the Brookline building will be demolished.

DIRECTOR'S REPORT – SUKRIT GOSWAMI

1. Visiting family in India from May 17 – June 3rd
2. Trustees Workshop on Saturday, June 8th – Debbie Cella currently signed up to attend workshop, need one more trustee to attend. Alyce is going to try to attend.
3. Attended Innovative Users Group (IUG) Conference in Phoenix, AZ from May 3-9th
4. For the next 3 months, the Staff will receive cross-training for all departments in Circulation, Youth Services, Reference and Administration to provide better

- customer service to our patrons.
5. All staff acquiring FBI fingerprinting clearances.
 6. Annual Appeal campaign commenced November 9, 2018 and raised \$32,322 as of May 15, 2019.
 7. HTFL earned second step in the PA Forward Star Library Program for Financial Literacy toward receiving the complete Silver Star.
 8. Meeting Room Policy Draft update
 9. Patron Circulation Reports (Hourly Stats) from DCL:
 - i. Requested reports from DCL mid-March
 - ii. The goal is to assess staffing needs at the Circulation desk
 10. Customer Engagement for April 2019:
 - a. 14,264 patrons visited HTFL in the month of April
 - b. 23 Adult programs had 334 participants
 - c. 18 Youth Services programs had 997 participants
 - d. 114 children and caregivers were visited at early learning centers
 - e. Reference assisted 580 patrons with inquiries
 - f. Homebound visited 11 patrons for Outreach
 - g. 12,333 items circulated in the Children's Library with the most popular items being picture books at 3,368
 - h. CREC Book drop collected 255 items by 67 Patrons; 10 were new users
 - i. Social Media outreach included 150 posts with over 3000 followers on Facebook and 8300 users on Instagram.
 - j. 233 items were added to collection from Reference Department:
 - 128 Fiction
 - 21 Mystery
 - 40 on eReaders/Overdrive
 - 19 Audiobooks
 - 6 Large Print
 - 19 CD's to Music
 11. Upcoming Events this weekend:

Saturday: Friends Beach Bag Book Sale along with Plant and Seed Exchange in front of the Library. Haverford Kids Comic Fest held at the Haverford Middle School in joint programming with the SDHT and Shelley Hay, HMS Librarian.

Sunday: Home & Garden Show at the CREC. HTFL will have a table with a Gardening Book Exchange in honor of the event & a Storytime.

FRIENDS LIAISON REPORT – JIM BROWN

The Friends will be hosting an adult Spelling Bee on Friday, June 7th in the Community Room. The event will be BYOB, wine and snacks only – no beer or liquor, and will be Quizzo style starting at 7:00.

NEW BUSINESS:

Election of Officers: President – Phil Goldsmith – nominated by Scott Lowe, 2nd by Jim Brown. Vice-President – Margaret Fox-Tully – nominated by Phil Goldsmith, 2nd by Scott Lowe. Secretary – Madeline O’Fria – nominated by Jim Brown, 2nd by Scott Lowe. Treasurer – Debbie Cella – nominated by Jim Brown, 2nd by Scott Lowe. All officers were unanimously elected.

Jim Brown asked about the Gala and if we are having it again. Phil explained that it’s probably better not to have it until we know where we are going. It is a fundraiser and it will make more sense to wait. Phil suggested that we should also be thinking about other ways to fundraise. Scott mentioned that having the Gala at the library was a great way of community building. Margaret mentioned several ideas and also that we have a much better chance of raising more money if we know what we are raising money for, (either renovation or new library).

Phil also wants to know more about the \$44,000 restricted book fund. Donna is looking into the bequest and should know more by our June meeting.

OLD BUSINESS: NONE

Meeting adjourned: 9:10 PM