

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

DATE: June 20, 2018

ATTENDING: Phil Goldsmith, President
Margaret Fox-Tully, Vice-President
Douglas Degenhardt, Treasurer
Monica Boccella
Jim Brown
Scott Lowe
Gerry Hart, Commissioner
Sukrit Goswami, Director
Donna Reeves
Michele Caesar
Rich Caesar

ABSENT: Madeline O’Fria, Secretary
James Brown

The meeting was called to order at 7:01 PM.

Phil Goldsmith, President requested in absent of Madeline O’Fria, Secretary minutes to be taken by Donna Reeves, Business Manager.

PUBLIC COMMENT: NONE

APPROVAL OF MINUTES:

Motion: To approve May 16, 2018 Regular Board Meeting Minutes. Proposed by Margaret Fox-Tully, 2nd by Scott Lowe. Unanimously approved.

COMMITTEE REPORTS:

FINANCE COMMITTEE: Monica Boccella

1. Invoice Review

A. Discuss Bernandon’s last invoice #0000019 dated 03/09/2018 in the amount of \$37,402.16. As per Trustee Scott Lowe’s 06/07/2018 e-mail, the HTFL Board of Trustees is proposing submission of Bernandon’s last invoice #0000019 to the Township of Haverford for partial payment and calculating the exact amount to be paid based on 90% completion of the construction documents. HTFL is still discussing some aspects of the invoice with Bernandon. However, HTFL is fully supportive of and recommends partial payment of the invoice in the amount of \$24,966.31. Scott Lowe provided information to support recommendation.

Motion: For the HTFL Board of Trustees to propose and approve submission of Bernandon’s last invoice #0000019 dated 03/09/2018 in the amount of \$37,402.16 to the Township of Haverford for partial payment \$24,966.31, calculating the exact amount to be paid based on 90% completion of the construction documents. Proposed by Monica Boccella, 2nd by Scott Lowe. Unanimously approved.

FINANCE COMMITTEE con't: Douglas W. Degenhardt

1. Monthly Financial Report Review

- 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. 2018 DCLS County Aid Requirements, June 2018 DCLS Report, 2019 Trustee Workshop

A. At the September 2017 DCLS meeting, the DCLS Board announced meeting changes and county aid requirements for 2018. Historically, DCLS meetings were held the first Thursday of each month and a participating library had to attend 75% (9 of 12) of the meetings to secure county aid requirements. Effective for 2018, DCLS meetings will be held the first Thursday bi-monthly for the even months (February, April, June, August, October, December) and a participating library must attend 83% (5 of 6) of the meetings to secure county aid requirements.

B. Discuss formal policy of primary and secondary HTFL Board Trustee attendee sign up for DCLS bi-monthly meetings to secure county aid requirements as discussed in the December 2017 and April 2018 Finance Committee and Board of Trustees meetings. Review and adjust primary and secondary HTFL Board Trustee attendee sign up schedule as necessary.

- February 1st - Haverford Township Free Library (Trustee Attendees: Douglas W. Degenhardt and James Brown)
- April 5th - Ridley Township Public Library (Trustee Attendees: Douglas W. Degenhardt) - Effective 12/20/2017 Primary Trustee sign up. Effective 04/02/2018 Primary Trustee change from Phil Goldsmith to Douglas W. Degenhardt.
- June 7th - Darby Free Library (Primary Trustee Attendee: James Brown, Secondary Trustee Attendee: TBD) - Effective 04/25/2018 Primary Trustee sign up.
- August 2nd - Radnor Memorial Library (Primary Trustee Attendee: Monica Boccella, Secondary Trustee Attendee: Phil Goldsmith) - Effective 04/18/2018 Primary Trustee and Secondary Trustee sign up.
- October 4th - Marple Public Library (Primary Trustee Attendee: Margaret Fox-Tully, Secondary Trustee Attendee: Monica Boccella) - Effective 12/20/2017 Primary Trustee sign up. Effective 04/18/2018 Secondary Trustee sign up.
- December 6th - Rachel Kohl Community Library (Primary Trustee Attendee: Phil Goldsmith, Secondary Trustee Attendee: TBD) - Effective 12/20/2017 Primary Trustee sign up. Effective 04/06/2018 Primary Trustee change from Douglas W. Degenhardt to Phil Goldsmith for April 5 change.

C. County aid is dependent on having two HTFL Board Trustees attend the Annual Trustee Workshop.

D. Annual Trustee Workshop - Saturday, April 21, 2018: 8:30 A.M. – 1 P.M., Montgomery County Community College, 340 DeKalb Pike, Blue Bell, PA 19422.

FINANCE COMMITTEE con't: Douglas W. Degenhardt

- Keynote Address: Activate Sustainable Thinking for the Future of Libraries - Rebekkah Smith Aldrich and Matthew Bollerman (Confirm Trustee's Keynote Address Slideshow receipt).
- Trustee Attendees: Phil Goldsmith, Douglas W. Degenhardt.

E. Future Events

- PALA, October 15-18, 2018, Harrisburg, PA. October 17, 2018 is the Legislative Breakfast, where Trustees and Library Staff can interact with their State Representatives and Senators. Announced at April 5th DCLS Meeting.
- April 2019 Trustee Workshop - (Bucks, Chester, Delaware, Montgomery, Philadelphia Counties).

F. June 2018 DCLS Report - James Brown, Primary Trustee Attendee.

- DCLS conversion from Millennium to Sierra. Go live date is 06/26/2018.

3. Electric Rate Comparison (Informational Use Only)

A. Refer to cost comparison grid provided in Board Packet.

President's Report: Phil Goldsmith

I am delighted to make my first President's report with our new Director Sukrit Goswami on board.

He is a breath of fresh air. Brings a new set of eyes, a clear head (although it might be somewhat clouded as he becomes acquainted with all that's going on), a forward looking way of what needs to be done with a respect for all that has been done. I look forward to working with him in the months ahead.

A few items:

--The School District has taken up public discussion of conveying the Brookline Property to the Township for possible use for a new library site. We anxiously wait for a resolution to this matter as soon as possible.

--On Wednesday July 11th, we will unveil our new book drop that will be in front of the CREC Building at the Haverford Reserve. Sukrit will send you details of the event, which will begin a promotional campaign on will focus on making the library even more convenient for our users. If you can attend the event that would be great.

--This Saturday will feature several Pride Events at the Library for youth, teenagers and parents. It represents the inclusiveness of the library and the diversity of the community we serve.

Director's Report: Sukrit Goswami

Sierra Migration from Millennium ILS System

DCLS has implemented a new ILS System for Circulation called Sierra. The Migration from the Millennium System to Sierra will launch next week. On Tuesday, June 26, DCLS has suggested staff work offline for that first day and then on Wed, June 27, the migration to the new system launches. Library staff have all received training on the new system at DCLS headquarters and Senior Staff

will be on hand from all day on launch days to be certain the migration to the new system goes smoothly.

Director's Report con't: Sukrit Goswami

Library News

- Building Update – The public has been notified on the HTFL website about the possibility of the purchase of the old Brookline Building by Haverford Township as a possible location for a newly built library. This information was discussed publicly at a School District meeting last week and therefore is now able to be shared on our website. Public has also been made aware that no decision has been made currently.
- iSolved Time Keeping System – Staff started a new web-based time keeping System this week. The process will give employees more control over their time keeping. Staff that normally use the time clock will use both systems for the first 2 weeks so that any kinks in the system will be worked out for this first pay period with the new online system.

Annual Appeal, Grant and Development Updates

- Annual Appeal –2018 Annual Appeal collections are continuing, with our latest push coinciding with the beginning of summer vacation season. Donations for May totaled \$1,272.00, bringing our 2018 Annual Appeal totals to \$36,058.00. Scot Oldham has scheduled two more pushes, the first in September (to coincide with back-to-school) and the second in November (to coincide with beginning of season of giving).
- Mobile Kitchen – We had our first codes inspection for use of the mobile kitchen purchased with a \$10,000 grant from the MKM Foundation. Scot Oldham has performed a live testing of all the components of the kitchen, and each item worked well. Mary Bear Shannon and Jenifer Philips are currently developing culinary programming utilizing the new kitchen, for both adults and teens.
- Keystone Grant – Required Quarterly reporting for the Keystone Grant was completed by Scot Oldham and returned to the state by the June 15 deadline.

Program News

- Pride Day at HTFL – Our library will be first in DCLS to hold a Pride Day Event with Information tables, Teen Pride Party, Panel Discussion of Life in the Suburbs for LGBTQ teens and adults, Drag Queen storytime, and Parent of LGBTQ youth Meet-and-Greet. This is a popular program at FLP and was brought to HTFL thanks to S. Connor, J. Phillips and M. Shannon.
- Summer Concert Series – We welcome Board of Trustee members to attend our Summer Concert Series at HTFL parking lot on the 4th Friday of each month beginning this Friday, June 22nd. This program that is well attended by the community.
- Adult Summer Reading Club – has begun this week and we encourage all Board Members to sign up for the SRC next to the Reference Desk with Mary Lou Kolowitz of Reference Librarian. Receive a free advance copy publication of a book of your choice just for signing up.
- Library Night @ Town Tap Fundraiser – Hold the date for this event of August 7th from 7-9 pm for our Annual Library Night Out fundraiser. Traditionally held at Oakmont Pub this year the event will be at the new Town Tap. Proceeds will be doubled to 20% of the day's total donated back to the library.
- Dewey Decimal 5K Run – The 5K Dewey Decimal Run has begun planning its 2nd Annual Fundraiser event for this year, November 10th.

Approved Past Minutes: Phil Goldsmith

Both the April 25, 2018 Regular Meeting Minutes and the May 17, 2017 Association Meeting Minutes were marked finalized.

New Business: President requested the Director to create a Gift Acceptance Policy and to include Stocks as one of the types of donations. Prepare to share with the BOT in the September Board Meeting.

Adjourned to Executive Session at 7:36 PM: Proposed by Scott Lowe, 2nd by Monica Boccella. Unanimously approved. **EXECUTIVE SESSION:** 7:36 PM – 8:15 PM

Regular meeting was called back to order at 8:15 PM.

Behavior Policy: Sukrit Goswami

The recommendation is to include the following Addendums in to the Library's current Behavior Policy:

I. Addendum Concerning the Behavior and Supervision of Adults with Special Custodial Needs in the Library Caregivers are responsible for their charges while in the library. Library employees cannot function as caregivers. The Library is not equipped—and it is not the Library's role—to provide long-or short-term adult supervision. The Library assumes neither responsibility nor liability for the actions, care, supervision or safety of adults with special needs. If an individual is left in the library without a caregiver, library staff will attempt to contact a family member. In the event that a family member cannot be located, staff will contact the Haverford Township Police Department.

II. Addendum Concerning the Behavior and Supervision of Minors and Children's Areas of the Library the Haverford Township Free Library welcomes children. Parents/caregivers are responsible for their child's safety and behavior while in the Library whether the parent/caregiver is present or not. Library employees cannot function as caregivers, babysitters or act in a parental role.

For the safety and comfort of children, a responsible individual must accompany children under age eleven when they are using the Library. A responsible individual age 13 or older must accompany children under age 11 when they are using the Library. This responsible individual must supervise, guide and control the behavior of their charge or charges at all times. When a child under 11 is unattended or under-attended, library staff will attempt to contact the parent/guardian of the child. If the parent/guardian cannot be located, staff will contact the police.

Motion: For the HTFL Board of Trustees to approve the Behavior Policy with the changes as indicated. Proposed by Monica Boccella, 2nd by Scott Lowe. Unanimously approved.

MOTION TO ADJOURN: Proposed by Margaret Fox-Tully, 2nd by Moncia Boccella. Unanimously approved.

MEETING ADJOURNED: 8:30PM