

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

DATE: July 18, 2018

ATTENDING: Phil Goldsmith, President  
Margaret Fox-Tully, Vice-President  
Douglas Degenhardt, Treasurer  
Madeline O’Fria, Secretary  
Scott Lowe  
Monica Boccella  
Jim Brown  
Sukrit Goswami, Director  
Donna Reeves  
Patty Mungan  
Michele Caesar

ABSENT: NONE

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

PUBLIC COMMENT: NONE

APPROVAL OF MINUTES:

**Motion:** To approve June 20, 2018 Regular Board meeting Minutes. Proposed By Margaret Fox-Tully, 2<sup>nd</sup> by Scott Lowe. Unanimously approved.

COMMITTEE REPORTS:

**FINANCE COMMITTEE:** Monica Boccella

1. 2019 Budget (Preliminary)  
The Finance Committee met on July 12, 2018 to discuss 2019 proposed budget. Discussion in New Business.
  
2. Auditor Search  
HTFL’s current auditor is Rainer and Company at a cost of \$8250.00 for an Annual Audit, Form 990, and one person Audit Report presentation, usually given at the April Board of Trustees Meeting. This is suggested due diligence for HTFL. Cost and quality of service will be determining factors for auditor selection. The Finance Committee along with the Director, and Debbie Cella, the Board Accountant, have developed an RFP, (Request for Proposal.)

**Motion:** For the HTFL Board of Trustees to propose and approve submission of a Request for Proposal (RFP) by the Finance Committee, Treasurer, Library Director, and Business Manager to at least six regional CPA firms for the purpose of competitive bids on the HTFL Annual Audit and Form 990 completion. Proposed by Monica Boccella, 2<sup>nd</sup> by Scott Lowe. Unanimously approved.

3. Invoice Review – NONE

**Treasurer's Report:** Douglas Degenhardt

1. Monthly Financial Report Review

- A. Balance Sheet (Statement of Financial Position)
- B. Income Statement (Profit & Loss Monthly Summary with Prior Year Comparison).
- C. Income Statement (Profit & Loss Year to Date Summary Budget vs. Actual Comparison).
- D. Statement of Cash Flows

2. Remaining DCLS Meetings

October 4<sup>th</sup> – Marple Public Library (Primary Trustee attendee: Margaret Fox-Tully, Secondary Trustee Attendee: Monica Boccella.)  
December 6<sup>th</sup> – Rachel Kohl Community Library (Primary Trustee attendee: Phil Goldsmith, Secondary Trustee Attendee: TBD)

3. Electric Rate Comparison (Informational Use Only)

Refer to cost comparison grid provided, rates are continuing to go down.

**President's Report:** Phil Goldsmith

KEYSTONE GRANT – As discussed at the last board meeting, there was some concern about the viability of the Keystone Grant because of the lack of a final decision on whether the Library would be moving to a different location or renovate the existing building in accordance with earlier plans. Sukrit and I reached out to Edward Lupico, the library development advisor for the state Department of Education in Harrisburg, to discuss the issue. We brought him up to date on our delay and asked him whether it might be possible to receive an extension in the event the new location did not materialize. He urged us to send him a letter of request as soon as possible. After drafting the letter, we sent it to Larry Gentile, the

township manager, since the Township was the actual grant applicant, Larry formalized the letter and sent it the same day he received it. The letter is attached to this report. We will keep you abreast of any developments.

NEW LOCATION – I have had discussion with Township officials indicating our desire to have the issue resolved as soon as possible. Everyone has agreed it is important to do so. I have been invited to attend a meeting in early August to discuss the issue with Township officials, I will keep you informed about any developments.

NEW BOOK DROP – We had a wonderful ribbon cutting ceremony at the CREC unveiling our new book drop. It was very well attended by government officials, patrons, library staff, board members and “friends” of the library. Hats off to those who helped make this a reality – Scot Oldham, Patti Mungan, Michelle Caesar, and Mary Bear Shannon. We will monitor the usage of the book drop closely and adjust as needed. It represents another step in making the Library more accessible to our users.

**Director’s Report:** Sukrit Goswami

#### NEW EMPLOYEES

We have two new employees in Circulation, Keisha Christian and Zephorah Dove, they are doing great, please stop by and say, “hello” to them.

#### SIERRA BY III (INNOVATIVE INTERFACES, INC.)

Issues with Sierra migration since June 27<sup>th</sup> have effected circulation, technical services and reference with delays in logging in, checking in holds, and acquisitions. Another DCLS library deleted all holds for county which impacts HTFL. Ms. Mungan will attend Users DCLS meeting next week to get further clarification on updates.

#### LIBRARY NEWS

- Book Drop – Ribbon Cutting Ceremony went smoothly with approximately 25 people attending at the CREC on June 11<sup>th</sup>. The next day the book drop was filled so we had 21 books returned but another 75 book donations were placed in the bin. A notification has been placed on Book Drop requesting book donations to be brought directly to the library.
- iSolved – Staff is actively using the new timekeeping system and the punch clock system concurrently so when we go live in 2 weeks everyone will be well prepared. A few issues with software are still being discussed by Ms. Reeves and iSolved directly.
- Circulation – The two open positions in the Circulation Department are now filled.
- HTFL Parking Lot – lines have been re-striped and the dip in blacktop filled in by the township.

## ANNUAL APPEAL/GRANT UPDATE

Grants being applied for currently are: Microsoft's Limitless Libraries initiative, BBC Micro:bits, Simple Gifts for cultural enrichment, and Keep Pennsylvania Beautiful initiative.

## PROGRAM NEWS

- Library Night @Town Tap – NEW date for this event is Now August 14<sup>th</sup> from 7-9 PM for our Annual Library Night Out Fundraiser.
- Summer Reading clubs are well underway. There are 246 children registered in Libraries Rock! Children Challenge, 42 parents/babies in Ready to Read program, and 90 registrants in Adult Summer Reading Program. There have been 77,000 minutes logged in the first 3 weeks and 2,369 patrons attending youth programs.
- Oakmont Farmers Market Partnership – CSA program on July 24<sup>th</sup> led by Doreen Saar.
- Summer Concert Series – next event is July 27<sup>th</sup> with *Philadelphia Mandolin and Guitar Ensemble*.
- Red Cross Blood Drive at HTFL on August 6<sup>th</sup>.

## NEW BUSINESS

**Motion:** To submit the HTFL Proposed 2019 budget to the township, proposed by Jim Brown, 2<sup>nd</sup> by Scott Lowe. Approved – 6 Yes votes, 1 abstention, Doug Degenhardt.

MOTION TO ADJOURN: Proposed by Jim Brown, 2<sup>ND</sup> by Monica Boccella. Unanimously approved.

MEETING ADJOURNED: 7:40PM