

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

DATE: September 20, 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
Gerry Hart
Debbie Cella

ABSENT: NONE

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

PUBLIC COMMENT: NONE

APPROVAL OF MINUTES:

Motion: To approve July 18, 2018 Regular Board meeting Minutes. Proposed By Jim Brown, 2nd Margaret Fox-Tully. Unanimously approved.

COMMITTEE REPORTS:

FINANCE COMMITTEE: Monica Boccella

Motion: To approve the Johnson Controls proposal dated August 20, 2018 for \$10,855.00, the agreement start date is October 1st and will go month to month.

Discussion:

*Sukrit Goswami explained that the only change is that it is not a year long contract, it is itemized and there is no price increase. The reason for this is that we are still not sure if we are moving or not.

Proposed by Monica Boccella, 2nd by Scott Lowe. Unanimously approved.

Finance Committee – Monica Boccella

1. Auditor Search

A. HTFL's current auditor is Rainer and Company at a cost of \$8,250.00 for an Annual Audit, Form 990, and one (1) in person Audit Report presentation, usually given at the April Board of Trustees meeting.

B. Proposed and approved motion at 07/18/2018 HTFL Board of Trustees meeting: For the HTFL Board of Trustees to propose and approve submission of a Request for Proposal (RFP) by the Finance Committee, Treasurer, Director, and Business Manager to at least six (6) regional CPA firms for the purpose of competitive bids on the HTFL Annual Audit and Form 990 completion.

Discussion: This is suggested due diligence for HTFL. Cost and quality of service will be determining factors for auditor selection.

HTFL sent out sixteen invitations with our RFP to local CPA firms that included our current firm.

Five firms sent us their proposal. Respondents were BBD, LLC; Brinker Simpson; J. Miller & Associates, LLC; Rainer & Company; Tait Weller.

Three firms informed us that they are unable to send us a proposal, but thanked us for giving them a chance to apply.

Eight firms did not respond.

CPA firm respondent candidates were ranked using the attached Matrix Criterion, Proposal Review Decision Matrix, and Proposal Review Decision Notes for Matrix.

Finance Committee is proposing scheduling the interviews in October 2018. We suggest meeting with the candidates all in one day as the preferable option. Hopefully, giving them approximately three weeks notice will assure a better outcome in accommodating a proposed date.

2. Form 990 Review

A. Motion: For the HTFL Board of Trustees to approve the 2017 Form 990 changes submitted to Rainer & Company for filing. Proposed Jim Brown, 2nd by Scott Lowe. Unanimously approved.

Discussion: 2017 Form 990 changes submitted to Rainer & Company for filing are to be discussed.

3. Invoice Review

1. **Motion:** For the HTFL Board of Trustees to discuss Bernardon's last invoice #0000019 dated 03/09/2018 – resent 08/14/2018 in the amount of \$7,435.85 to the Township of Haverford for payment. Proposed by Monica Boccella, 2nd by Doug Degenhardt. Unanimously approved.

A. Discuss Bernardon's last invoice #0000019 dated 03/09/2018 – resent 08/14/2018 in the amount of \$7,435.85. Bernardon's original last invoice #0000019 dated 03/09/2018 was in the amount of \$37,402.16. As per Trustee Scott Lowe's 06/07/2018 e-mail, the HTFL Board of Trustees proposed and approved at the 06/20/2018 meeting the submission of Bernardon'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. Cost Estimating (Amendment No. 4) in the amount of \$6,850.00 now appears as a new line item on the revised invoice versus the original invoice.

2. **Motion:** For the HTFL Board of Trustees to propose and approve submission of Bernardon's last invoice #0000019 dated 03/09/2018 – resent 08/14/2018 in the amount of \$7,435.85 to the Township of Haverford for payment. Proposed by

Monica Boccella, 2nd by Scott Lowe. Motion approved 6-1 with Doug Degenhardt voting no.

Discussion: This is the last invoice HTFL has received from Bernardon. HTFL is still discussing some aspects of the invoice with Bernardon. However, HTFL is fully supportive of and recommends payment of the invoice in the amount of \$7,435.85.

4. Monthly Financial Report Review (July 2018 and August 2018)

- 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

5. Electric Rate Comparison (Informational Use Only)

- 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.

NEW BUSINESS:

Mary Bear Shannon reported on the 2nd Annual Dewey Decimal 5K which is scheduled for November 10th at 8 AM. She gave a report on our fundraising and registration goals. Our goal for fundraising is to raise between \$20,000 - \$25,000 this year, last year we raised \$10,000. Our goal for runners this year is 300, last year we had 135. Mary contacted over 300 businesses so far and has received \$6000 in sponsorships and has \$4000 in firm pledges. We also received a donation of "Kind" bars, and Kettle has agreed to donate the coffee and hot chocolate again this year. Madeline O'Fria will work with Mary on this and be the liason to the Board. Phil Goldsmith is going to follow up with the YMCA, and Mary will continue to contact the sponsors from last year that we have not heard from yet. Mary also announced that we have an upcoming program in our parenting series, "From Avoidance to Panic: Recognizing Anxiety and Giving Your Kids Better Tools to Manage It." This will take place on Monday, October 1st at 7:00, and will be moderated by Margaret Fox-Tully.

PRESIDENT'S REPORT: Phil Goldsmith

Phil announced that we had a very successful Business Breakfast today at the Library and that many members of our community, local businesses, several township commissioners, (Kevin McCloskey, Jim McGarrity, Bill Wechsler, Gerry Hart) and three trustees attended, (Jim Brown, Madeline O'Fria, and Phil Goldsmith.) Our two state reps also participated, (Jamie Santora and Greg Vitali) It was another terrific event for our library and community.

Motion to go into Executive Session at 7:33 PM, Proposed by Margaret Fox-Tully, 2nd by Madeline O'Fria. Unanimously approved.

Regular meeting called back to order at 8:15, with Margaret Fox-Tully taking over chairing the meeting.

DIRECTOR'S REPORT: Sukrit Goswami

Building and Facilities News

- Johnson Controls – Mike Turriziani met to discuss current needs. Followed up by submitting detailed service contract that was reviewed by Building Committee. Signature due beginning of October.
- Roof leak due to A/C malfunction – Johnson Controls assessed and repaired unit. Malfunction lead to a leak in the hub that caused ceiling tiles in the Hub to crumble. Township Public Works were contacted, and they replaced ceiling tiles.

Library News

- American Philosophical Society Symposium is being held in Philadelphia on Sep 27-29. I will be attending this Symposium next week that is mainly on “The Past, Present and Future of Libraries.”
- PaLA Conference, Oct 14-17, Harrisburg, PA – 3 Library Staff will join me to attend the Pennsylvania Library Association Conference.
- Friends of the HTFL Annual Book Sale is coming – Friends diligently working to be ready for Book sale at 9/28 and will continue for 2 weekends until Haverford Township Day.
- Haverford Township Day, Oct. 6 – We are planning now to continue tradition of walking the parade with HTFL banner and having Library Tent on corner of Mill and Darby with program information and library card sign up available to the community.
- Library Assistant position – Circulation is currently recruiting for this open position.
- Sierra – the new circulation system continues to have issues. We are recording and reporting delays and issues weekly to DCL.
- Autism Friendly Library – Started the process towards creating Autism Friendly Library.

Sponsor Update

- Dewey Decimal 5K and 1 Mile Fun Run currently has 35 Sponsors and pledges over \$10,000.
- General Sponsorship has been received for additional \$2,500 from Franklin Mint Federal Credit Union.

Program News

- Business Breakfast – Approximately 75 attendees for 8th Annual Business Breakfast this morning with 3 Board Members, 4 Commissioners, 2 State Representatives and other community groups, businesses and sponsors.

- Summer Reading Club Quest – SRC programs currently reporting approximately 4,275 participants in children and teen programs and 400 participants in completing reading logs weekly. There were approximate 375 reviews from 125 adult participants. We will be updating these stats for annual report.
- Harry Potter Birthday Bash – Increased participation to 280 in attendance.

MOTION TO ADJOURN: Proposed by Scott Lowe, 2nd by Jim Brown. Unanimously approved.

MEETING ADJOURNED: 8:27 PM.