

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

DATE: SEPTEMBER 18, 2019

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

ABSENT: NONE

The meeting was called to order at 7:05 PM. Phil Goldsmith opened the meeting.

PUBLIC COMMENT: NONE

APPROVAL OF MINUTES: **Motion:** To approve the minutes of the July 17, 2019 BOT Regular Board Meeting. Proposed by Scott Lowe, 2nd by Alyce Callison. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee – Debbie Cella

Revenue is up 2.5% from the previous year. Expenses are down 7% overall. Expenses are down due to personnel costs and including reduced collection costs.

2020 Preliminary Operational Budget – Phil Goldsmith

The Preliminary Budget was submitted to Township prior to their deadline of September 6th. Library Board went over the preliminary budget in August asking the Township for an increase of approximately 5.5%. We asked for an increase based on: salary increases of 3%, increases in library collections, programming costs, and staff development. We will complete a final budget once we hear from the Township in November or December.

Book Fund Resolution – Debbie Cella

A summary of the Book Fund Restriction research was distributed in the July Board meeting by Donna Reeves. The Book Fund was set up by the Library Board with an unrestricted memorial donation. The Board would like to move this Book Fund from

restricted to discretionary status. It will no longer be separately identified or set aside for a specific purpose. It, however, can be utilized for a related purpose if decided.

Motion: To approve the Book Fund Resolution. Proposed by Scott Lowe, 2nd by Margaret Fox-Tully. Unanimously approved.

PRESIDENT'S REPORT: Phil Goldsmith

Business Breakfast is tomorrow with Book Drop Inauguration at the YMCA. We will have at least 4 Board Members attending.

The resolution at the most recent Commissioner's Meeting that affects the Library is that Dave Berman with the Real Estate Committee and the Township Engineer, Dave Pennoni, is authorized to set up and engage a consultant for a comparative cost of renovating or building a new Library at the current site or utilizing the new library site.

FRIENDS LIAISON REPORT: Donna Reeves

The Friends are gearing up for their Annual Fall Book Sale that occurs on the last weekend of this month and Haverford Township Day on Oct 5th in the Library Community Room. This event will cover 3 days over two consecutive weekends. It is the largest Friends of HTFL fundraiser during the year. Sorting is now completed for the book sale so donation of books will be on hold until December 1, 2019.

DIRECTOR'S REPORT: Sukrit Goswami

All Board Members and Friends of HTFL are encouraged to walk with Library Staff for Haverford Township Day parade. We will also have Library tables at two locations at the Haverford Township Day events. One Library table will be at the corner of Darby and Mill Roads a second in the non-profit section.

Business Breakfast outreach with community event is tomorrow. We believe that the new Book Drop at the YMCA will have a lot of usage. This is the first step in expanding our presence in the township. Also we will need to think about kiosks to check out books like a mobile library at these locations with a rotating collection and shelf. It would require that once a day staff would need to be on site at the mobile location. This is just something to think about for the future.

We are currently 83% toward our Annual Appeal Goal at \$41,500 of the \$50,000 goal.

The All-Staff Monthly Meeting participation has increased. Staff members that are able to maneuver schedules in order to attend are highly encouraged to do so. Staff

meetings are for staff training and policy updates. Managers are in agreement that this is important for all staff.

September is Library Sign-Up month. Thanks to Friends of HTFL all new Library card sign-ups have an opportunity to win prizes this month.

Stats are up from previous year with Social Outreach with Facebook and Instagram steadily increasing. There are great posts with Library programming on Instagram, like Sign Language storytime, that followers can view daily.

Three summer volunteers are continuing through the school year since they enjoyed volunteering at the Library. Letters were received from parents about their child's great experience with the summer program.

NEW BUSINESS: NONE

OLD BUSINESS:

Meeting Room Policy – Sukrit Goswami

The suggested changes to the Meeting Room Policy and Application were made. The township solicitor was consulted. The new Meeting Room Policy is ready to be voted on.

Motion: To approve the Meeting Room Policy. Proposed by Scott Lowe, 2nd by Margaret Fox-Tully. Unanimously approved.

Motion: Motion to Adjourn proposed by Margaret Fox-Tully, 2nd by Jim Brown. Unanimously approved.

MEETING ADJOURNED: 8:19 PM