

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

DATE: December 20, 2023

ATTENDING: Phil Goldsmith, President  
Margaret Fox-Tully, Vice President  
Alyce Callison, Secretary  
Deirdre Cryor, Trustee  
Scott Lowe, Trustee  
Deb Morley, Trustee  
Sukrit Goswami, Director  
Donna Reeves, Staff

EXCUSED: Debbie Cella

PUBLIC: Kathleen Roe

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

**PUBLIC COMMENT:** NONE

**APPROVAL OF MINUTES:** **Motion:** To approve the minutes of the November 15, 2023, Board Meeting. Proposed by Scott Lowe, 2<sup>nd</sup> by Margaret Fox-Tully. Unanimously approved.

**COMMITTEE REPORTS:**

Finance Committee: Phil Goldsmith

Phil Goldsmith reported for Debbie Cella that the balance sheet continues to look good. Our cash position is \$100K more than last year even given the fact that we've spent almost \$300K on renovation items (Manoa fit-out and rent, Schultz & Williams, storage co deposit, etc.) The profit and loss also looks extremely good given the fact that we were closed for most of the month. Revenue was only down \$1,600. Expenses were down significantly, especially library collection and maintenance. Looking at the year-to-date numbers, our operating surplus (this excludes the amounts paid for the renovation) going into December is approaching \$500K. In December we pay the township our annual cost of health insurance and the MMO for the retirement plan. That is about \$200K.

In terms of the budget approval, Phil reported that Debbie reviewed the numbers and compared the request of 3.5% to the actual of 3.0% and the net effect is minimal. The difference was only \$6,200 received from the township. There was an increase in the MMO cost as well, which the township gives us those dollars so that is a wash. Some other minor changes but again nothing that is substantial or meaningful to operations. We decreased a few expenses like supplies, utilities, and some programs. There is nothing significantly different in this budget than in our usual budget. The Personnel Committee approved a 3.5% salary increase and end-of-year commendation bonuses for staff.

**Motion:** To approve the 2024 budget. Proposed by Scott Lowe, 2<sup>nd</sup> by Deb Morley. Unanimously approved.

Building Committee: Scott Lowe

Scott Lowe reported that there has been a change order request in the demolition stage relating to some asbestos/ceiling removals, all within the estimated budget for contingencies. Some issues relating to insurance stated by CBDSI is that the owner was providing insurance and the insurance

price was \$140K, where \$20K was expected. We are looking at alternatives and getting quotes. All else is moving along well with demolition.

At 1 Mill Rd., asbestos was found, requiring \$2K remediation. When 1 Mill is demolished, they will put down gravel and use it as a construction staging site. Phil commented that there was a cordial meeting with the local neighbors, who raised concerns about the fencing that will border their property and 1 Mill. In addition, we received a zoning waiver on the stairwell and will not need to knock it out. Phil commented that the solar panels that were included in the original plans may not be feasible, in that they would require reinforcing the roof and could be a 17-year return. A study is being done to consider the issue.

The Building Committee reviewed CBDSI cost overruns in their role as construction manager for the Library Renovation project. It is recommended the Library will pay CBDSI \$35,000 as full resolution of the request from the Library improvement funds by December 31, 2023.

**Motion:** To approve payment of \$35,000 to CBDSI as full resolution of the cost overruns relating to the move. Proposed by Scott Lowe, 2nd by Margaret Fox-Tully.  
Unanimously approved.

Fundraising Committee: Deirdre Cryor

Deirdre Cryor reported that on December 6, she, Sukrit, Phil, Margaret, and Gina spoke with Helen McGrane from Radnor Library.

Deirdre reported our consultants from Schultz and Williams offered a verbal report on December 19 on the work they have completed thus far. We are expecting a fuller written report within the next three weeks. What the consultants were doing these past few months is testing the case on prospects. They spoke with about 20 individuals ranging from library supporters with a long history with the library as well as members of the town commission. What they found is strong support for the library and as they said, “the library is worthy of support.” But they found that there are some obstacles ahead.

Margaret asked about our access to the Wealth Builder database via Schultz & Williams, indicating that access to that information was one of the major incentives to use them. Sukrit will check the contract to see if Wealth Builder is included.

**PRESIDENT’S REPORT:** Phil Goldsmith

Phil Goldsmith reported this is his last meeting as President. Phil shared reflections on the highlights of his tenure. He also urged the Board and the library to build an endowment to improve the library’s security in the future. Margaret presented Phil with a gift and thanks for his many efforts on behalf of the library, noting that the renovation project could not have come so far without his championship.

The Election of Officer Position on the Board of Trustees took place for the position of President.

**Motion:** To elect Margaret Fox-Tully President of the BOT. Nominated by Scott Lowe, 2<sup>nd</sup> by Alyce Callison. Unanimously approved.

**DIRECTOR’S REPORT:** Sukrit Goswami

Library News

- Update on Library Temporary Locations

- Movers completed their work on Wednesday, November 27 with all shelving, books and furniture. Staff were able to work diligently to have the temporary library at Manoa open to the public on Monday, December 4.
- Admin office space and Manoa location are still working through Internet issues.
  - Everything should have been running on December 4 as each party was being informed at every step along the way.
  - We have been contacting the DCLS (County) every day and there are times when we don't get updates until we contact them multiple times.
  - Once County IT configures the firewall, we should be able to function normally.
- Fundraising and Campaigns
  - The 2024 Annual Appeal was mailed earlier this month and we have had over \$8,000 contributions so far this year.
  - The Capital Campaign is currently being developed and will be mailed in early 2024.
- Department Updates
  - Reference staff have been active in the Manoa library space helping patrons, ordering new materials and promoting adult programs for 2024.
  - Staff have received compliments on their work in setting up a comfortable temporary library space for all patrons.
  - Technical Services staff is going through the year end orders with new acquisitions and processing the material.
  - Youth Services and Teen programs staff are excited to begin programming again in January. Programs for teens will be held after school at the Kelly Center and storytimes will occur during the week at the Manoa Library location.
  - We will start working on Bookmobile setup in January

**FRIENDS LIAISON REPORT:**

Deb Morley reported The Friends did not meet in December. The next Friends meeting is in January. Sukrit commended Kathleen Roe, Friends Member, for her volunteer assistance in preparing for the move.

**NEW BUSINESS:** NONE

**OLD BUSINESS:** NONE

**EXECUTIVE SESSION:** entered Executive Session at 8:09 pm.

**The meeting was adjourned at 8:37 pm.**