

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

DATE: February 21, 2024

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

ABSENT: NONE

PUBLIC: Sherry Forste-Grupp, Kathleen Roe, Todd Hall

The meeting was called to order by Margaret Fox-Tully at 7:00 PM.

**PUBLIC COMMENT:** NONE

**APPROVAL OF MINUTES:** **Motion:** To approve the minutes of the January 17, 2024, Board Meeting. Proposed by Alyce Callison, 2<sup>nd</sup> by Debbie Cella. Unanimously approved.

**COMMITTEE REPORTS:**

**Finance Committee:** Debbie Cella

Debbie Cella reviewed both the January Balance Sheet and Income Statement for the year-to-year comparison and the year-to-date vs. projected budget comparison. Debbie reported that the library remains in a good cash position. The Finance Committee will format the renovation and expansion budget created by CBDSI to be more concise. Debbie reported the audit process will begin this month.

**Building Committee:** Scott Lowe

Scott Lowe reported that CBDSI was able to give a site tour to show details of any issues that will require additional costs for township manager, director, architect, structural engineer and all contractors. None of the issues were significant but each is being addressed promptly. In addition, antique terrazzo tile that was found in subflooring of old bank building, as well as marble steps from a previous addition will be partially salvaged and possibly used in renovation.

Margaret thanked Scott and the Building Committee for their expertise and time devoted to the Library Renovation and Expansion.

**Fundraising Committee:** Deirdre Cryor

Deirdre Cryor reported that fundraising committee is increasing meetings to weekly. Committee working on case statement, leadership council and possible naming opportunities. She stated more excitement to come.

**PRESIDENT'S REPORT:** Margaret Fox-Tully

Margaret Fox-Tully introduced an eSignature Resolution encouraged by Office of Commonwealth Libraries (OCL) for use during an application of State Grants. OCL stated having an authorized individual (Library Director) sign electronically will streamline the process.

**Motion:** To approve Resolution to allow use of eSignature on Grants. Proposed by Phil Goldsmith, 2<sup>nd</sup> by Scott Lowe. Unanimously approved.

Margaret also reported that Debbie Cella has volunteered to be the Delaware County Libraries Board (DCLB) liaison. Debbie will attend the 6 DCLB meetings per year in order to meet the requirement by the county for our library to receive allocations.

**DIRECTOR'S REPORT:** Sukrit Goswami

**Library News**

- Administration
  - Attended Commissioner constituent meeting on January 25, with many attendees having questions and showing support for library renovation and expansion.
  - The State Annual Report is due to DCL by March 15. The administrative office will be prioritizing this task for the next three weeks.
  - Our staff members are interested in a tour of the construction site which is being coordinated with the construction manager.
  - We are taking photos to document various stages of the construction project. These photos will be organized and then shared with stakeholders.
  - Alarm systems have been set up and working at both Admin and Manoa locations.
  - I will be visiting family next week in India for 2 weeks. (From February 27 - March 15.)
    - I plan on being available daily for day to day operation from 9 am - 11 am EST
- Grants
  - We have supported a grant application by Township for \$268,750 of ARPA capital project funds to assist with construction and technology for Innovation Zone.
- Renovation Updates
  - Currently working with architects and designers on furniture needs for the new library. A meeting is set up for March 21 to finalize the furniture details.
  - We are meeting biweekly with contractors to stay abreast of all construction details.
- Bookmobile
  - Items are currently being processed by staff expeditiously. We are working closely with DCL to set up codes needed to identify mobile items for the bookmobile. An additional meeting with the township will be set to finalize plans for locations and technical needs at each mobile site.
  - Presentations are being prepared for the Mobile Library's potential service areas.
- Department Updates
  - Children's storytimes and programs have been popular. We had 18 families (38 attendees) joining in Circle Time during the week.
  - Library Displays for February include Valentine's Day and Black History Month
  - The Teen librarian will introduce new programs at Kelly Center in March with yoga, college prep class and anime club. We are promoting teen programming through the school district, school librarians, and homeschool groups. We have also planned an evening parent and teen Pizza Party coming up on Monday, February 26 at 6pm at the Kelly Center.
  - Adult programs are well attended at all the many Haverford Township locations. Patrons are still able to meet with Reference Librarians with detailed questions during all open library hours.

## Library Statistics

	Jan 2023	Jan 2024
Annual Appeal (Campaign to date and YTD)	\$29,885 (11/18/22-1/31/23) \$4,260 (1/1/23-1/31/23)	\$32,209 (11/18/23-1/31/24) \$1,835 (1/1/24-1/31/24)
Patron Visits to the Library*	9,880	4,571
Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL)	4,196	2,285
Number of Physical HA Items Checked Out	15,631	7,624
Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	5,477	9,799
Youth Programs Hosted	In-person: 31 Virtual: 0 Passive: 0	In-person: 18 Virtual: 0 Passive: 3
Teen Programs Hosted	In-person: 0 Virtual: 1 Passive: 20	In-person: 18 Virtual: 0 Passive: 1
Adult Programs Hosted	In-person: 12 Virtual: 8	In-person: 10 Virtual: 3
<b>Total Programs</b>	In-person: 43 Virtual: 9 Passive: 20	In-person: 46 Virtual: 3 Passive: 4
Items Added to Collection	Adult Ordered: 455 Adult Processed: 324 YSD Ordered: 13 YSD Processed: 339	Adult Ordered: 138 Adult Processed: 584 YSD Ordered: 46 YSD Processed: 457
Reference Inquiries (includes inquiries in-person and phone, website chat not available in January)	In-Person: 232 Virtual: 6	In-person: 109
Book Drop Pickup	YMCA: Items 435, Patrons 61 CREC: Items 148, Patrons 88	YMCA: Items 364, Patrons 111 CREC: Items 162, Patrons 80
New Library Cards Issued	180	128

### FRIENDS LIAISON REPORT:

Deb Morley reported that Friends goal is to increase membership and fundraising. Membership is currently at 63 active members. The Valentine Cookie fundraiser last month raised over \$250. The next fundraising event will be held during National Library Week with Sam's Pizza in Ardmore. Friends will host a fun contest in the library with a Guess the number of Gumballs in the Jar, in order to increase traffic to Manoa temporary library and raise awareness of the Friends.

### NEW BUSINESS:

The Library will celebrate National Library Week by offering Fine Amnesty from April 7-17, 2024 for overdue fines on our library items. The Board will also recognize the staff on National Library Worker's Day on April 9 with a local gift card.

### OLD BUSINESS: NONE

**The meeting was adjourned at 7:57 pm.**