

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

DATE: January 17, 2024

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

ABSENT: NONE

PUBLIC: Sherry Forste-Grupp, Kathleen Roe

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

**PUBLIC COMMENT:** Sherry Forste-Grupp stated that Haverford Township is very lucky to have a great Library Board. Sherry also reported the Commissioners have been updating public on Library Renovation at monthly sessions and have received much public support.

**APPROVAL OF MINUTES: Motion:** To approve the minutes of the December 20, 2023, Board Meeting. Proposed by Debbie Cella, 2<sup>nd</sup> by Scott Lowe. Unanimously approved.

**COMMITTEE REPORTS:**

**Finance Committee:** Debbie Cella

Debbie Cella reviewed both the December 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.

**Building Committee:** Scott Lowe

Scott Lowe reported that the construction is moving on pace with schedule. Currently the basement digging is underway with the underpinning of structure for support. The temporary walls are in place on façade. 1 Mill Road demolition began and will house the mobile construction trailers during renovation. Ceiling heights on second floor of renovation will need to be lowered 2” due to duct work requirement. Basement partition will not have motorized panels but be manual. Roof needs replacement which will require rerouting the roof drains but will not encroach any significant space on floor plans. Library Director and Building Committee meet regularly with construction manager, architects and contractors to stay involved and ensure no delays in process.

**Fundraising Committee:** Deirdre Cryor

Deirdre Cryor reported that we are waiting on the Schultz and Williams written report so the committee can engage in purposeful and intentional Capital campaign fundraising.

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

Margaret thanked Phil for all his work as Board President on the Library Renovation and Expansion project. Margaret also reported the transition to the temporary library space and offices went very

well with space working well for staff and patrons. Margaret stipulated her goals for the Board to be support and cooperate with Township on renovation project and make fundraising a priority. Additional goals to create a joint Board-Staff task force to revise Employee Handbook, have a Board Governance Committee review By-laws with a focus on board education, development and sustainability

The Election of Officer Position on the Board of Trustees took place for the vacant positions of Vice President and Secretary.

**Motion:** To elect Alyce Callison to position of Vice President. Nominated by Scott Lowe, 2<sup>nd</sup> by Phil Goldsmith. Unanimously approved.

**Motion:** To elect Deb Morley to position of Secretary. Nominated by Debbie Cella, 2<sup>nd</sup> by Scott Lowe. Unanimously approved.

## **DIRECTOR'S REPORT:** Sukrit Goswami

### Library News

- Staff Updates

- The Library staff expressed their sincere appreciation for the celebratory bonus and annual raise.
- Library Assistant I positions have been posted for both the Circulation and Youth Services departments and interviews have been scheduled.

### Bookmobile

- We met with Gary Pasetti, Haverford Township Vehicle Maintenance Superintendent, who allowed our Library's senior staff to visit the Bookmobile and answer our questions. We are effectively developing a plan to utilize this bookmobile to serve all of our population which will include children, teens, adults and seniors.

- Grants

- We have successfully received another Teen Reading Lounge grant through PA Humanities. As a part of Teen Reading Lounge, we will receive support valued at \$3,000 from PA Humanities to continue our planning and development of a youth-led, non-traditional book club between November 2023 and August 2024. In addition, we will also receive professional development and peer support through monthly virtual community of practice meetings, select training opportunities, and technical assistance from PA Humanities valued at over \$50,000 per year.

- Library IT Availability

- Technical issues and miscommunication from DCL IT and County IT significantly delayed both County owned public and staff computer availability. The Library proactively resolved DCL and County IT issues by providing an additional Verizon FIOS connection at both the Manoa and Admin sites. The County IT network equipment was installed at both the Manoa and Admin sites on January 11 & 12. County owned computers are now accessible to the public and staff at both the Manoa and Admin sites.

- Department Updates

- Our Children's programs began on January 2, with daily in-person storytimes at the Library and Teen programs at the Kelly Center.
- Reference staff were able to host a program in partnership with the Kelly Center at the end of last year with 95 in attendance to learn about Vince Guaraldi, the man behind the "Peanuts" soundtrack.
- Our Adult programs have resumed this month with programs hosted in various locations throughout the township.
- Technical Services staff continue to process all the new library materials acquired from the significant amount of orders that were submitted in December.

- Circulation staff have worked with other departments to make the Library look welcoming and inviting for our patrons by creating eye-catching displays at the temporary library.

**FRIENDS LIAISON REPORT:**

Deb Morley reported that with Hope Selig's resignation, Kathleen Roe will be taking over the position as Membership Chair. Colleen Nolan is new Friends Board Member. The Friends are planning a Valentine's fundraiser at the Manoa temporary library in conjunction with Sweets on Darby. All Friends Board Members are tasked with increasing membership.

**NEW BUSINESS:**

Margaret Fox-Tully indicated the June Library Board Meeting falls on a national holiday so she suggested the new meeting date be held the day before on Tuesday, June 18, 2024.

**Motion:** To hold June Monthly Board Meeting on Tuesday, June 18, 2024. Proposed by Alyce Callison, 2<sup>nd</sup> by Scott Lowe. Unanimously approved.

**OLD BUSINESS:** NONE

**The meeting was adjourned at 7:50 pm.**