

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

DATE: March 20, 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  
Gina Lee, Staff  
Julie Schultz, Staff

ABSENT: NONE

PUBLIC: Kathleen Roe

The meeting was called to order by Margaret Fox-Tully at 7:04 PM.

**PUBLIC COMMENT:** NONE

**APPROVAL OF MINUTES:** **Motion:** To approve the minutes of the February 21, 2024, Board Meeting. Proposed by Scott Lowe, 2<sup>nd</sup> by Debbie Cella. Unanimously approved.

**COMMITTEE REPORTS:**

**Finance Committee:** Debbie Cella

Debbie Cella reviewed both the February 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. Year-end accruals have been adjusted. Annual State Report has been submitted.

**Building Committee:** Scott Lowe

Scott Lowe reported that renovation at 1601 Darby is going according to schedule. Interior demolition is completed. Foundation for new addition is being excavated and steel beams being placed for side wall. Metal Studs installed for interior partitions. Adjustment made for sensory room partition due to column in that space. Discussed change in fireplace type from gas to electric. Construction Manager, CBDSI, has been proactive in the library's interest. CBDSI continues to provide library with project budget updates.

**Fundraising Committee:** Deirdre Cryor

Deirdre Cryor reported that committee plans to have inaugural leadership council meeting in April. Committee will also look into updating Gift Policy. Capital Campaign goal is \$500,000. Board Members will reach out to capital campaign donors to thank them for their generosity. Discussing campaign project to have last steel beam signed by public as well as other fundraising opportunities.

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

Margaret Fox-Tully introduced Gina Lee. Gina spoke about her background in fundraising. Margaret thanked all Board committees for their hard work and commitment. Urged Board to engage friends and colleagues to get involved in Capital Campaign. Margaret will have Finance Committee provide an accounting of the funds that the library has paid to township for renovation and expansion.

**DIRECTOR'S REPORT:** Sukrit Goswami

**Library News**

- Administration
  - The 2023 annual financial audit is currently in progress. The Library signed the yearly engagement letter with Joyce Miller & Associates, this week.
  - The State Annual Report was submitted to DCL prior to the March 15 deadline.
  - We completed the Frontstream donor database migration from Giftworks to Panorama. This new donor management system will enhance our gift database's capabilities, and add many new functionalities to it.
  - AED and first aid kits were provided by the Township, and are now installed at both locations. We will be scheduling all staff CPR and AED training sessions with the Township.
- Renovation Updates
  - The Furniture Meeting is set up for the afternoon of March 21 to continue fine tuning all furniture details which will be finalized in April.
- Bookmobile
  - Tech Services completed processing the majority of the items for book mobile. Our staff continue to work closely with DCL as book mobile items are coded into the system for mobile use only.
  - We had a follow up meeting with the Township officials to discuss additional adjustments which are necessary for the use of the book mobile.
- Department Updates
  - We are continuing to adjust shelving at the Manoa location to make room for the many new items which we are receiving weekly. Specific collections that have expanded shelf area are the non-fiction and teen manga sections.
  - Youth Services Department storytimes are all well attended. The Lego Club on Monday afternoons is also very popular. Berenstain Bear storytime was held at the CREC in conjunction with Franklin Mint Federal Credit Union (FMFCU) on Tuesday, March 19. This event had 67 attendees.
  - Teen Programming at Kelly has its most popular event on Wednesdays with Dungeon & Dragon Club as well as the monthly Tween Book Club. Upcoming on April 29 at 6 pm there will be an event held at the Kelly Center featuring expert Brooke Stengel who will share the college admissions process to teens.
  - Adult Programming held an author visit with Mark Bulik at the CREC on Ambush at Central Park that hosted 29 participants. In addition, 30 attendees came to Quadrangle to learn how to access the Library digitally through the Delco Reads App, the Libby App, and the Delco Library Consortium website.
  - Upcoming Adult Program highlight - Thursday, April 11, 2024 at 7:30pm at the Quadrangle the Library in conjunction with The Haverford Historical Society will present "Bad Things Happen in Philadelphia: Street Diplomacy and the Struggle over Slavery and Freedom". Elliott Drago's insights in "Street Diplomacy" shed light on the political and physical conflicts that defined this turbulent era's threat to Black freedom. Registration is required.

**Library Statistics**

	<b>Feb 2023</b>	<b>Feb 2024</b>
Annual Appeal (Campaign to date and YTD)	\$31,133 (11/18/22-2/28/23) \$5,509 (1/1/23-2/28/23)	\$33,698 (11/18/23-2/29/24) \$3,324 (1/1/24-2/29/24)
Patron Visits to the Library	9,930	4,580
Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL)	3,684	2,386
Number of Physical HA Items Checked Out	13,475	7,714
Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	6,545	9,011
Youth Programs Hosted	In-person: 34 Virtual: 0 Passive: 3	In-person: 16 Passive: 8
Teen Programs Hosted	In-person: 2 Virtual: 1 Passive: 20	In-person: 22 Passive: 1
Adult Programs Hosted	In-person: 13 Virtual: 6	In-person: 10 Virtual: 7
<b>Total Programs</b>	In-person: 67 Virtual: 7 Passive: 23	In-person: 48 Virtual: 7 Passive: 9
Items Added to Collection	Adult Ordered: 97 Adult Processed: 339 YSD Ordered: 4 YSD Processed: 129	Adult Ordered: 766 Adult Processed: 960 YSD Ordered: 548 YSD Processed: 797
Reference Inquiries (includes inquiries in-person and phone, website chat not available in January)	In-Person: 236 Website Chat: 2	In-person: 124 Website Chat: 6
Book Drop Pickup	YMCA: Items 341; Patrons 132 CREC: Items 173; Patrons 86	YMCA: Items: 360; Patrons: 145 CREC: Items:162; Patrons: 71

**FRIENDS LIAISON REPORT:**

Deb Morley reported that Friends finalized draft of Annual Report. Friends also completed draft of Audit due in May. Friends will host fundraiser with Sam’s Brick Oven Pizza in Ardmore on April 9. New logo for Friends will be voted on before next meeting.

**NEW BUSINESS:** NONE

**OLD BUSINESS:** NONE

**The meeting was adjourned at 8:08 pm.**