

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

DATE: May 15, 2024

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

ABSENT: Phil Goldsmith

PUBLIC: Kathleen Roe and Jim Brown

The meeting was called to order by Margaret Fox-Tully at 7:51 PM.

**PUBLIC COMMENT:** NONE

**APPROVAL OF MINUTES:** **Motion:** To approve the minutes of the April 17, 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 April 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.

Debbie reported the 2023 Audit is complete and submitted to the Township.

**Building Committee:** Scott Lowe

Scott reported on a few of the emerging issues related to the library building renovation including a concern about the possible delay in steel fabrication which may have an impact on the overall project schedule. He reassured the Board that the CBDSI Construction Managers are doing a good job in managing the overall project and overseeing the tasks of the many contractors involved.

**Fundraising Committee:** Deirdre Cryor

Deirdre Cryor reported that the fundraising committee continues to engage with community members about financial support of the library and that the library's first five-year pledge was recently received. The committee has also begun communicating with foundations and corporations.

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

Margaret Fox-Tully gave the President's Report at the Annual Association Meeting which was held just prior to this May 2024 Board of Trustees meeting.

**DIRECTOR'S REPORT:** Sukrit Goswami

Library Director Sukrit Goswami updated the Board on a number of administrative and operational library activities for the month including that the 2023 Audit has been completed and submitted to the Township, and that the annual District Negotiated Agreement for resource sharing amongst area libraries has been received and that the library will again participate.

**Library Statistics**

	<b>Apr 2023</b>	<b>Apr 2024</b>
Annual Appeal (Campaign to date and YTD)	\$33,323 (11/18/22-4/30/23) \$7,698 (1/1/23-4/30/23)	\$35,709 (11/18/23-4/30/24) \$5,335 (1/1/24-4/30/24)
Patron Visits to the Library	9,650	6,069
Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL)	3,680	2,547
Number of Physical HA Items Checked Out	13,285	7,770
Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	6,863	8,759
Youth Programs Hosted	In-person: 31 Virtual: 0 Passive: 4	In-person: 19 Virtual: 0 Passive: 4
Youth Programs Attendees	In-person total: 532 (Children: 289; Adults: 243) Virtual: 0 Passive: 30	In-person: 451 (Children: 230; Adults: 221) Virtual: 0 Passive: 115
Teen Programs Hosted	In-person: 4 Virtual: 1 Passive: 15	In-person: 7 Virtual: 1 Passive: 0
Teen Programs Attendees	In-person: 22 Virtual: 4 Passive: 128	In-person: 39 Virtual: 2 Passive: 0
Adult Programs Hosted	In-person: 15 Virtual: 7 Passive: 0	In-person: 12 Virtual: 7 Passive: 1
Adult Programs Attendees (Including In-person programs and Virtual formats via Zoom*)	In-person: 175 Virtual: 102 Passive: 0	In-person: 160 Virtual: 80 Passive: 40
<b>Total Programs</b>	In-person: 50 Virtual: 8 Passive: 19	<b>In-person: 38 Virtual: 8 Passive: 5</b>
Items Added to Collection	Items Ordered: 461 Items Processed: 413	Adult Ordered: 401 Adult Processed: 668 YSD Ordered: 584 YSD Processed: 1038
Reference Inquiries (includes inquiries in-person and phone, and website chat)	In-Person: 203 Website Chat: 2	In-person: 154 Website Chat: 26
Book Drop Pickup	YMCA: Items 225, Patrons 97 CREC: Items 120, Patrons 66	YMCA: Items: 416, Patrons: 172 CREC: Items: 140, Patrons: 74
New Library Cards Issued	124	87

**FRIENDS LIAISON REPORT:** Deb Morley

Deb Morley shared that Capital Campaign Manager Gina Lee attended the recent Friends of the Library Board meeting to report on the progress of the library's capital campaign and to thank the Friends for their support. Friends will focus for the next six months on building up their membership base. They will also continue to sponsor membership fundraising events, as well as have a presence at various public events. The Friends' Audit Committee completed their work, noting that review of records and reports yielded only satisfactory results. The recent restaurant fundraising event at Sam's Brick Oven Pizza was successful and Friends are exploring other partnerships with area restaurants and coffee house.

**NEW BUSINESS:** NONE

**OLD BUSINESS:** NONE

**The meeting was adjourned at 8:33 pm.**