

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

DATE: June 18, 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

ABSENT: Phil Goldsmith

PUBLIC: Kathleen Roe, Gina Lee

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 May 15, 2024, Regular Board Meeting. Proposed by Debbie Cella, 2<sup>nd</sup> by Phil Goldsmith. Unanimously approved.

**COMMITTEE REPORTS:**

Finance Committee: Debbie Cella

Debbie Cella reviewed both the May 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 reviewed the Project Cost Summary which detailed the breakdown of the Renovation and Expansion costs and contingency amount.

Building Committee: Scott Lowe

Scott reported the construction manager with CBDSI is working with the Library to keep costs down. The Library Board was able to tour the construction site to view the ongoing framing of interior walls and rough-in of plumbing and electrical. Steel for addition and front entrance is scheduled to arrive beginning of July. New Roof for the 1924 portion of the building will begin demolition next month.

Fundraising Committee: Deirdre Cryor

Deirdre Cryor reported that two capital campaign events are being planned. In August, a beam-signing event will be held with the Township. A second event will be planned in the fall. The communication and engagement with the community and foundations continues.

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

Margaret Fox-Tully reported that the walk-through at the construction site shows the tremendous work by all come to fruition. Margaret thanked Library administration and staff, the construction managers at CBDSI and the crew, as well as the Building Committee for their tireless effort.

Margaret reported the Bookmobile's inaugural stop at the Haverford Food Festival was a great step in outreach for the Library. Margaret concluded her report with a quote from Walter Conkrite, "Whatever the cost of our libraries, the price is cheap compared to that of an ignorant nation."

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

- Administration
  - Our staff member and friend, Ann Stango, passed on May 30. Many of our Library family were able to attend her services and pay their respects. We will miss her dedication to the Library and her wonderful smile and quick wit.
  - First Aid and CPR training courses, which include the Stop the Bleed and Narcan Revive training, were completed by 7 staff members the week of June 10,.
  - Sukrit will be in attendance at the ALA Annual Conference from June 27-July 2 in San Diego, CA as well as attending and participating in Freedom to Read Foundation meetings and activities including the Right to Read rally.
  - Our Adult and Teen Services has been invited to be a part of the interactive Poster Presentation session to highlight our mental health programs at PaLA from Oct 6-9 in Harrisburg, PA
- Grants - We are applying for two grants:
  - McLean Contributionship Grant, which will be supporting technology and education in the Makerspace/Innovation Zone.
  - Ethel Sargeant Clark grant, which will support our capital project.
- Renovation Update
  - A Topping Out ceremony including the beam signing ceremony, is in the planning phase with the Campaign Committee. This is to celebrate our project's milestone of the final structural beams being raised into place.
- Bookmobile
  - The Library Bookmobile made its inaugural stop at the Haverford Food Festival on June 14 with over 300 visitors to our new mobile library.
  - Staff worked together to transfer and organize the collection on the bookmobile as well as set up the technology needed for circulating the items.
  - The summer schedule for the mobile library is finalized with visits planned weekly to local parks including hours for campers and adult patrons which will continue to be posted on our website, social media and the eNewsletter.
- Outreach
  - Library and Friends Volunteers attended the Haverford Heritage Festival on June 2 with over 300 visitors to the library tent.
  - Library staff along with other DCL libraries participated in Delco Pride Day on June 8 in Upper Darby. Our Teen OUT@ the Library participants designed buttons for the event that were very popular with over 1,000 attendees.
  - Teen Services and Reference staff members participated in the Haverford Middle School Career Awareness Day on Wednesday, May 29.
- Department Updates
  - This year's Summer Reading program theme is 'Adventure Begins at Your Library.' This theme encourages all ages to explore exciting programs, activities and reading challenges. The summer reading program already has over 140 adults and children pre-registered.
  - Adult and Reference Department kicked off summer programming on Thursday, June 13 at Merwood Park with the Sounds of Summer concert which had nearly 100 attendees.
  - Youth Services Department will host its Summer Reading kick-off event on June 19 at the Merwood Park with kids comedy show, DJ MixUp.
  - Storytime Under the Trees on Monday and Thursday mornings have been very popular with an average of 50 attendees at the park storytimes.

- Popular teen programs will continue at the Kelly Center during the summer on Wednesday and Thursday afternoons.
- A select group of teen volunteers will be assisting circulation with shelving as well as Summer Reading tasks.
- Technical Services resumed ordering and processing additional children’s titles for the mobile library.

### Library Statistics

	<b>May 2023</b>	<b>May 2024</b>
Annual Appeal (Campaign to date and YTD)	\$34,552 (11/18/22-5/31/23) \$8,927 (1/1/23-5/31/23)	\$39,844 (11/18/23-5/31/24) \$9,470 (1/1/24-5/31/24)
Patron Visits to the Library	9,639	4,251
Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL)	3,595	2,600
Number of Physical HA Items Checked Out	12,181	8,466
Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	7,339	9,224
Youth Programs Hosted	In-person: 30 Virtual: 0 Passive: 4	In-person: 14 Virtual: 0 Passive: 2
Youth Programs Attendees	In-person Total: 680 (Children:393; Adults: 287) Virtual: 0 Passive: 72	In-person: 354 (Children: 175; Adults: 179) Virtual: 0 Passive: 47
Teen Programs Hosted	In-person: 8 Virtual: 1 Passive: 20	In-person: 16 Virtual: 1 Passive: 0
Teen Programs Attendees	In-person: 46 Virtual: 6 Passive: 291	In-person: 70 Virtual: 1 Passive: 0
Adult Programs Hosted	In-person: 19 Virtual: 3 Passive: 1	In-person: 13 Virtual: 5 Passive: 3
Adult Programs Attendees (Including In-person programs and Virtual formats via Zoom*)	In-person: 227 Virtual: 21 Passive: 40	In-person: 131 Virtual: 22 Passive: 70
<b>Total Programs</b>	In-person: 57 Virtual: 4 Passive: 25	In-person: 43 Virtual: 6 Passive: 5
Items Added to Collection	Adult Ordered: 305 YSD Processed: 0 Adult Processed: 310 YSD Processed: 89	Adult Ordered: 39 Adult Processed: 355 YSD Ordered: 66 YSD Processed: 518
Reference Inquiries (includes inquiries in-person and phone, and website chat)	In-Person: 121 Virtual: 19	In-person: 123 Website Chat: 16
Book Drop Pickup	YMCA: 385 Items; 119 Patrons CREC: 127 Items; 73 Patrons	YMCA: 427 Items; Patrons: 151 CREC: 123 Items; Patrons: 65
New Library Cards Issued	86	73

**FRIENDS LIAISON REPORT:** Deb Morley

Deb Morley reported that the Friends next fundraiser will be held on June 22<sup>nd</sup> with Moe's Southwest Grill for a take-home Taco Kit. The Friends plan to continue to increase membership through attending library outreach events and continue mailing renewals. The new Friends logo files were received and website has been updated. Next Friends Meeting will be in August.

**NEW BUSINESS:** NONE

**OLD BUSINESS:** NONE

**The meeting was adjourned at 7:39 pm.**