

THE HAVERFORD TOWNSHIP FREE LIBRARY ASSOCIATION
Haverford CREC, 9000 Parkview Drive, Haverford, PA
Board of Trustees Meeting Minutes (Final)

DATE: April 16, 2025

ATTENDING: Margaret Fox-Tully, President Donna Reeves, Staff
Debbie Cella, Treasurer Maggie Esteves, Staff
Deb Morley, Secretary Julie Schultz, Staff
Deirdre Cryor, Trustee
Phil Goldsmith, Trustee
Scott Lowe, Trustee

EXCUSED: Alyce Callison, Vice President

PUBLIC: Kathleen Roe, Sherry Forste-Grupp

The meeting was called to order by Margaret Fox-Tully at 7:01 PM.

PUBLIC COMMENT: NONE

APPROVAL OF MINUTES: **Motion:** To approve the minutes of the March 19, 2025, Regular Board Meeting. Proposed by Scott Lowe, 2nd by Debbie Cella. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Deb Cella

Debbie Cella reviewed the March 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 financial position. Annual Appeal donations are on par with last year. Capital Campaign contributions have increased this month. Board is actively completed the Audit which is due to the Township by April 30.

Building Committee: Scott Lowe

Scott Lowe reported the construction is ongoing and will be completed by May 22. Two Specialized windows for Darby side building should be received within 5 weeks. Elevator shaft flooring needs additional work due to seepage.

The green area around new parking area has been designed by architect with three options including benches. The Building committee has been given the authority by the Board to decide on the option.

Library will be ordering charging stations for new parking lot this week.

The Library movers' contract will need a change order due to increased number of collection items to be moved. This change is within budget.

Motion: I propose an increase from \$73,000 to \$82,000 be authorized to modify to ASGS movers contract for an increase in items to be moved and additional supplies. Proposed by Scott Lowe; 2nd by Deb Morley. Unanimously approved.

Fundraising Committee: Deirdre Cryor

Deirdre stated the campaign is 80% to goal. Additional personal appeal letters have been mailed. Plaque for campaign donor wall has been ordered and will be installed prior to opening. The plaque will have space to add future campaign donors.

Two events for Grand Reopening have been planned. The first event on May 18 will be a Donor Appreciation and preview party for large donors, Library Board, and Friends of HTFL. The second event on May 22 will be a Ribbon Cutting ceremony open to the public with invitations sent to library stakeholders and neighbors.

Other Plaques for New Building dedicated to the Library Board, Township Officials and historically significant features in the building have been ordered.

Second annual DelcoGives event, hosted by Foundation for Delaware County, will be held on May 8-9 with all proceeds going to the capital campaign. Maggie created a PSA for this DelcoGives event featuring Library patrons. The Board congratulated her for the PSA which gained a spot in the top ten finalists.

Governance Committee: Margaret Fox-Tully

Margaret Fox-Tully reported for Alyce that the committee will recommend adding defined terms to the bylaws for consistency, as well as reducing the number of required committees and updating the Board composition.

PRESIDENT’S REPORT: Margaret Fox-Tully

Margaret Fox-Tully reported that the Director Search Committee will begin working with a recruiting firm.

Motion: I propose Margaret Fox-Tully be authorized to negotiate and hire a consultant company for the Director Search. Proposed by Phil Goldsmith; 2nd by Debbie Cella. Unanimously approved.

Board expressed their gratitude to management and staff for their diligence in ensuring that the Library functions efficiently while progressing toward the reopening.

Margaret gave an update of the Library at the most recent Commissioners Meeting.

ADMIN REPORT: Donna Reeves

Administration Update

- The Library Grand Reopening date of May 22, 2025 has been made public through social media, the e-newsletter, our website, and at the temporary location.
- All Library programs will be on hiatus from April 19-May 21, 2025 until we reopen in May.
- Departments continue to complete the necessary tasks and packing that are required for the move that is scheduled to begin the week of April 21, 2025.
- This week staff attended tours of the renovated Library space. In preparation for the tour each staff member received questions to consider during their tour. A follow-up meeting is planned for discussion and to answer questions raised.
- A postcard mailing to all Township residents or approximately 17,000 households to promote the renovated and expanded library, Summer Reading information, and Fine Amnesty Week will be presented to the Board.
- The planning meeting was held with the library movers to finalized details for the upcoming move back to the newly renovated Library.

Library Statistics

	Mar 2024	Mar 2025
Annual Appeal (Campaign to date and YTD)	\$30,410(11/18/23-3/31/24) \$3,564 (1/1/24-3/31/24)	\$30,299 (11/18/24-3/31/25) \$3,210 (1/1/25-3/31/25)
Patron Visits to the Library	5,211	5,927
Number of Patrons Checking Out HA Materials (includes HA patrons checked out through DCL)	2,521	3,117
Number of Physical HA Items Checked Out	8,173	10,138
Number of Digital Items Checked Out (Overdrive/Libby digital items)	9,667	10,445
Youth Programs Hosted	In-person: 17 Passive: 3	In-person: 22 Passive: 8

Youth Programs Attendees	In-person: 500 (Children: 262; Adults: 238) Passive: 78	In-person: 592 Children: 298; Adult: 294 Passive: 86
Teen Programs Hosted	In-person: 11 Passive: 0	In-person: 11 Passive: 0
Teen Programs Attendees (Including in-person and virtual formats on Zoom)	In-person: 31 Virtual: 1	In-person: 67 Virtual: 0
Adult Programs Hosted	In-person: 13 Virtual: 7	In-person: 12 Virtual: 7
Adult Programs Attendees (Including In-person programs and virtual formats via Zoom)	In-person: 162 Virtual: 102	In-person: 112 Virtual: 69
Total Programs	In-person: 41 Virtual: 7 Passive: 3	In-person: 45 Virtual: 7 Passive: 8
Items Added to Collection	Adult Ordered: 122 Adult Processed: 762 YSD Ordered: 87 YSD Processed: 667	Adult Ordered: 348 Adult Processed: 499 YSD Ordered: 611 YSD Processed: 405
Reference Inquiries (in-person includes over phone and virtually via the website chat)	In-person: 109 Website Chat: 8	In-person: 166 Website Chat: 22
Book Drop Pickup	YMCA: 359 Items; 159 Patrons CREC: 176 Items; 74 Patrons	YMCA: 397 Items; 180 Patrons CREC: 167 Items; 95 Patrons
New Library Cards Issued	113	120

FRIENDS LIAISON REPORT: Deb Morley

Deb Morley reported that the Library thanked the Friends for their capital campaign pledge in naming the Gaming Room and future support for the gaming area. Governance Committee completed their review of the Constitution and bylaws which were subsequently approved by the Board. VIP event is being planned for Friends members to celebrate the contribution to the campaign and to tour the new building. Friends have arranged for Koffmeyer's to provide Summer Reading Club rewards.

The Annual Meeting of the Friends is May 14 at the Nolan Painting conference room.

NEW BUSINESS: NONE

OLD BUSINESS: NONE

The meeting entered Executive Session at 8:09 pm.

Executive Session was adjourned at 8:19 pm.