

THE HAVERFORD TOWNSHIP FREE LIBRARY ASSOCIATION
1601 Darby Rd, Havertown, PA 19083
Board of Trustees Meeting Minutes (Final)

DATE: June 18, 2025

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

EXCUSED: NONE

PUBLIC: Cathy Goodsell

The meeting was called to order by Margaret Fox-Tully at 7:05 PM.

PUBLIC COMMENT: NONE

APPROVAL OF MINUTES: **Motion:** To approve the minutes of the May 21, 2025, Regular Board Meeting. Proposed by Deb Cella, 2nd by Scott Lowe. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Deb Cella

Debbie Cella reviewed 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 financial position with an operating surplus as rent and storage ended in May. Expenses increase due to staffing, collections, utilities and programs which have all been expected.

Building Committee: Scott Lowe

Scott Lowe reported that all are happy to be here in the renovated Library. Construction company continues with items on the punch list to proceed nearer to completion. Items the Owners Rep are keeping an eye on include the glitches in the electronics, people counter not in operation, alignment in window moldings in meeting room, car charger not yet set up, additional grouting for fireplace and other areas, as well as other items. Stairwell to the lower level would need to be closed to fix the damage from the handrail. The Township Manager and Owners Rep are working with the Architect to be sure standards are met to resolve with Construction company. Contingency balance will not be known until settled.

Signage needed as way finder throughout Library at a cost of \$12,000. Since contingency balance is not yet known, the cost may need to come out of Library funds.

Motion: Building Committee advise authorizing the library to proceed with procurement of way finder signage that is not to exceed over \$12,000. Proposed by Scott Lowe, 2nd by Debbie Cella. Unanimously approved.

Fundraising Committee: Deirdre Cryor

Deirdre announced she will be stepping down as Library Trustee Board member as she is moving out of the state. She will be able to continue remotely helping with her Board committee work until the Township appoints her replacement. The Board and staff presented Deirdre with a book to be placed in the Library Collection in her name along with a house plant and photo of the Board. Deirdre thanked the Board and stated it was a great honor to be a part of this monumental event in the library history.

Maggie stated the Capital Campaign is 99% to goal. She continued with the report stating that follow-up with the Capital Campaign potential donors will continue. There are still naming opportunities available, and the committee is optimistic in its continuing efforts.

Governance Committee: Alyce Callison

Alyce reported that the committee is continuing their work on Board composition and standing committees. They have reached out for input on what other Library Boards recommend, as well as recommendations from Delaware County Libraries liaison, Kit Arthur, and the PA Library Code. The recommendations for the update to our Board standing committees will be presented for discussion at the June Board Meeting.

PRESIDENT'S REPORT: Margaret Fox-Tully

Margaret Fox-Tully reported the postcard from Library that went out to all Township residents was great. Margaret attended the May Library Staff meeting along with Scott and Deirdre to thank the staff for their hard work in making the move back to the renovated library successful as well as update the staff on Interim Director appointment during the search for the Library Executive Director. Director Search kick-off meeting with consultant has provided timeline for process.

Board and Senior staff will plan a Party with Board and Staff to recognize all the accomplishments through the move and renovation. Details will be provided at the next Board Meeting.

DIRECTOR'S REPORT: Susan Sternberg, Interim Director

Susan Sternberg reported the grand opening events were a success and patron visits to the library has been off the charts. In addition, our circulation for the 9 days we were open in May 2025 exceeded the entire month of May 2024. The staff also has been transitioning well through the stress of the move to the newly renovated library. We will continue to hire additional staff to assist with the additional spaces and help manage the increase in library functions.

Susan stated the managers are learning the new computer/technology systems, particularly those in the meeting rooms. We are working on the assumption that patrons will need guidance and that several staff members will need to be proficient.

The Summer Reading Program kick off is tomorrow, Wednesday, June 18. The popular Storytime under the Trees program will start next week. In conjunction with Summer Reading the annual Fine Amnesty program runs from June 18-June 25. All HA materials returned during that week and all fine balances on Haverford Township Library materials will be waived. This doesn't include lost or damaged items.

Susan continues to work on procuring signage and wayfinding aids. Questions regarding the description and display for the First-floor collections remain, so we are holding off on that specific signage until resolved. When proof is received, it will be shared with the Building Committee. There will be the use of 6-dimensional sign styles for the restrooms, children's area, Makerspace and Teen Library. Acrylic styles will be used for directional signage in the front lobby and elevator, stairwells, collection signage for Children's area, as well as hours for the front door. Additional acrylic signage will be designed for adult collection when displays are finalized.

Susan is working with the Board to revise the Meeting Room Policy as the space in the renovated library has expanded to five available meeting rooms, all with state-of-the-art technology and there has been a considerable amount of request for use by the public. A draft of the Policy will be presented to the Board at the next meeting. The Study and Flex Rooms are very popular and always in use, so a 2-hour time limit has been implemented to accommodate requests. A list of guidelines will be created for use of the Study and Flex Rooms by patrons.

Library Statistics

	May 2024	May 2025*
Annual Appeal (Campaign to date and YTD)	\$39,844 (11/18/23-5/31/24) \$9,470 (1/1/24-5/31/24)	\$35,731 (11/18/24-5/31/25) \$8,632 (1/1/25-5/31/25)
Patron Visits to the Library	4,251	5,275
Number of Patrons Checking Out HA Materials (includes HA patrons checked out through DCL)	2,600	2,119
Number of Physical HA Items Checked Out	8,466	8,857
Number of Digital Items Checked Out (Overdrive/Libby digital items)	9,224	9,963
Youth Programs Hosted	In-person: 14 Virtual: 0 Passive: 2	In-person: 14 Virtual: 0 Passive: 1
Youth Programs Attendees	In-person: 354 (Children: 175; Adults: 179) Virtual: 0 Passive: 47	In-person: 543 (Children: 282; Adult: 261) Virtual: 0 Passive: 24
Teen Programs Hosted	In-person: 16 Virtual: 1 Passive: 0	In-person: 6 Virtual: 0 Passive: 0
Teen Programs Attendees (Including in-person and virtual formats on Zoom)	In-person: 70 Virtual: 1 Passive: 0	In-person: 66 Virtual: 0 Passive: 0
Adult Programs Hosted	In-person: 13 Virtual: 5 Passive: 3	In-person: 4 Virtual: 0 Passive: 0
Adult Programs Attendees (Including In-person programs and virtual formats via Zoom)	In-person: 131 Virtual: 22 Passive: 70	In-person: 80 Virtual: 1 Passive: 0
Total Programs	In-person: 43 Virtual: 6 Passive: 5	In-person: 24 Virtual: 1 Passive: 1
Items Added to Collection	Adult Ordered: 39 Adult Processed: 355 YSD Ordered: 66 YSD Processed: 518	Adult Ordered: 12 Adult Processed: 88 YSD Ordered: 0 YSD Processed: 68
Reference Inquiries (in-person includes over phone and virtually via the website chat)	In-person: 123 Website Chat: 16	In-person: 65 Website Chat: 0
Book Drop Pickup	YMCA: 427 Items; 151 Patrons CREC: 123 Items; 65 Patrons	YMCA: 84 Items; 30 Patrons CREC: 16 Items; 6 Patrons
New Library Cards Issued	73	340

*May 2025 Library Open 9 days from 5/22-5/31/2025

FRIENDS LIAISON REPORT: Deb Morley

Deb Morley reported that the June 6th event for Friends Contributors went very well with 61 attendees toasting the great fundraising and volunteer work accomplished. The Friends were able to donate to the capital campaign naming opportunity for the Teen Gaming area and commit to supporting the future needs for that area through member contributions and annual fundraising. After toasts were completed, behind the scenes tours were hosted for the event by Deb Morley and Scott Lowe.

Deb reported Friends have reached a new membership high of 123 members. Their Governance committee recommendation to amend by-laws was also passed. Planning for the public reading of Fahrenheit 451 continues for Banned Book Week. There is no Friends meeting in July, their next meeting will be held in August.

NEW BUSINESS: ELECTION OF OFFICERS

The Annual Election for Officer Positions on the Board of Trustees took place for positions of President, Vice President, Secretary and Treasurer.

Motion: To elect Margaret Fox-Tully President of the BOT, Nominated by Alyce Callison, 2nd by Scott Lowe. Unanimously approved.

Motion: To elect Alyce Callison Vice President of the BOT. Nominated by Margaret Fox-Tully, 2nd by Scott Lowe.

Motion: To elect Deb Morley Secretary of the BOT. Nominated by Margaret Fox-Tully, 2nd by Debbie Cella.

Motion: To elect Debbie Cella Treasurer of the BOT. Nominated by Margaret Fox-Tully, 2nd by Alyce Callison.

OLD BUSINESS: NONE

The meeting entered Executive Session at 8:27 pm.

Executive Session was adjourned at 8:53 pm.