

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

DATE: May 21, 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: Sheryl Forste-Grupp, Kathleen Roe, Amanda Reyes

The meeting was called to order by Margaret Fox-Tully at 7:30 PM.

PUBLIC COMMENT: NONE

APPROVAL OF MINUTES: **Motion:** To approve the minutes of the April 16, 2025, Regular Board Meeting. Proposed by Scott Lowe, 2nd by Alyce Callison. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Deb Cella

Debbie Cella reviewed 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 financial position with a surplus. Capital Campaign contributions have increased this month.

Building Committee: Scott Lowe

Scott Lowe reported the construction company is proceeding on punch list item corrections that have been noted by architect. Items needing to be resolved are cosmetic so we have received the Certificate of Occupancy.

Fundraising Committee: Deirdre Cryor

Deirdre stated the Capital Campaign is 87% to goal. Maggie continued with the report stating DelcoGives Day raised over \$4,000 for the campaign. Maggie stated it is an honor to be working with the Library on the Capital Campaign.

Governance Committee: Alyce Callison

Alyce reported that the committee is continuing to address adding defined terms to the bylaws for consistency, as well as reducing the number of required committees and updating the Board composition. In addition, both the Constitution and By-laws are being streamlined. Committee will have topics to discuss with the Board at next month's meeting.

PRESIDENT'S REPORT: Margaret Fox-Tully

Margaret Fox-Tully reported that this will be the last meeting we have at the Haverford CREC. She thanked all the CREC staff who have been helpful in the use of the space during the Library renovation. Margaret reported the Library Grand Opening event tomorrow will be inside due to the forecasted rain. It will begin at 8:30am with a few Township and Library Board speakers followed by the ribbon cutting and refreshments in the Community Room. Margaret thanked all for their work on orchestrating the Grand Opening event. Margaret specifically thanked Scott for his expertise on navigating this great project.

ADMIN REPORT: Donna Reeves

Administration Update

- All Season Movers along with staff assistance completed the move on Friday, May 16. This included staff travelling to the warehouse to organize the items to be returned to the library.
- Rycon Construction will continue with all punch list items until work completed.
- Library Preview Party was held on Sunday, May 18 in which attendees gave great feedback on the new library space.
- Staff are prepared for Grand Reopening on May 22, 2025 in which all staff will be on hand to host special events developed for the day including scavenger hunts, drawings, demos of the makerspace and refreshments.
- Three library assistants have been hired and we continue to interview for additional open positions.
- Staff have developed programs and a schedule for the new Innovation Zone maker space. Extensive research went into the selection of technology for the space.
- A postcard highlighting Summer Reading programs in the new Library space has been sent to the printer and will be mailed to all Township Residents the week of June 6.

Library Statistics

	Apr 2024	Apr 2025
Annual Appeal (Campaign to date and YTD)	\$35,709 (11/18/23-4/30/24) \$5,335 (1/1/24-4/30/24)	\$30,924 (11/18/24-4/30/25) \$3,835 (1/1/25-4/30/25)
Patron Visits to the Library	6,069	3,295*
Number of Patrons Checking Out HA Materials (includes HA patrons checked out through DCL)	2,547	1,711*
Number of Physical HA Items Checked Out	7,770	5,962
Number of Digital Items Checked Out (Overdrive/Libby digital items)	8,759	10,085
Youth Programs Hosted	In-person: 19 Passive: 4	In-person: 15 Passive: 6
Youth Programs Attendees	In-person: 451 (Children: 230; Adults: 221) Passive: 115	In-person: 370 Children: 175; Adult: 195 Passive: 76
Teen Programs Hosted	In-person: 7 Virtual: 1 Passive: 0	In-person: 5 Passive: 0
Teen Programs Attendees (Including in-person and virtual formats on Zoom)	In-person: 39 Virtual: 2 Passive: 0	In-person: 33 Passive: 0
Adult Programs Hosted	In-person: 12 Virtual: 7 Passive: 1	In-person: 143 Virtual: 25 Passive: 0
Adult Programs Attendees (Including In-person programs and virtual formats via Zoom)	In-person: 160 Virtual: 80 Passive: 40	In-person: 9 Virtual: 3
Total Programs	In-person: 38 Virtual: 8 Passive: 5	In-person: 163 Virtual: 25 Passive: 6
Items Added to Collection	Adult Ordered: 401 Adult Processed: 668 YSD Ordered: 584 YSD Processed: 1038	Adult Ordered: 0 Adult Processed: 0 YSD Ordered: 110 YSD Processed: 0
Reference Inquiries (in-person includes over phone and virtually via the website chat)	In-person: 154 Website Chat: 26	In-person: 74 Website Chat: 26

Book Drop Pickup	YMCA: 416 Items; 172 Patrons CREC: 140 Items; 74 Patrons	YMCA: 337 Items; 137 Patrons CREC: 93 Items; 38 Patrons
New Library Cards Issued	87	57

FRIENDS LIAISON REPORT: Deb Morley

Deb Morley reported that the Friends presented their 2024 Annual Report at their Annual Meeting this month. The Nominating Committee also presented their candidates for this year’s Friends Board. Mike Poteet will serve as President for 1 yr, Colleen Nolan will serve as Vice President for 1 yr., Micaela Molloy will serve as Secretary for a 2 yr. term, Eliav has been reelected as Treasurer for a 1 yr. term, and Louise Bell was reelected as a member of the Board for a 3 yr. term. There are currently 114 Friends contributing members. The Friends will celebrate all their contributors at a evening celebration and Library tour on Friday, June 6 at 6pm. The Friends Board will be happy to be back in the Library for their next Board meeting on June 11.

NEW BUSINESS: NONE

OLD BUSINESS: NONE

The meeting entered Executive Session at 7:52 pm.

Executive Session was adjourned at 8:06 pm.