

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

DATE: July 16, 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
	Phil Goldsmith, Trustee	
	Scott Lowe, Trustee	

ABSENT: Phil Goldsmith, Scott Lowe

PUBLIC: Kathleen Roe

The meeting was called to order by Margaret Fox-Tully at 7:04 PM.

PUBLIC COMMENT: NONE

APPROVAL OF MINUTES: **Motion:** To approve the minutes of the June 18, 2025, Regular Board Meeting. Proposed by Alyce Callison, 2nd by Debbie Cella. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Deb Cella

Debbie Cella reviewed the June 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. There is an increase in Capital Campaign and Annual Campaign gifts. There is an increase in expenditures in for Makerspace. There is an operating surplus as usual.

Building Committee: Scott Lowe

Scott Lowe reported that construction company continues to work on punch list items for the completion of the project. Windows installed in Board Room are not in alignment with other windows. Owners Representative will speak with the Township for final decision.

Fundraising Committee: Maggie Esteves

Maggie announced we are 99.5% to Capital Campaign goal. She is confident we will reach 100% by the next Board meeting. The capital campaign will come to a close in late September.

Governance Committee: Alyce Callison

Alyce reported that the work on standing committees is continuing. The proposed change would allow for three standing committees with other ad-hoc committees being developed as needed. The committees would have clearly laid out responsibilities.

PRESIDENT'S REPORT: Margaret Fox-Tully

Margaret Fox-Tully reported that Bradbury Miller is in process of Director Search. Application period will end this week with many strong candidates. Margaret also stated that there is an inclination for library patrons to not use crosswalk. A conversation will be structured with Owners Rep and Township administration to look into best safety practices.

DIRECTOR'S REPORT: Susan Sternberg, Interim Director

Susan Sternberg reported the new Meeting Room Policy and application was approved by Board. It will be shared on the Library website this week. Susan reported the Employee Manual is being revised and will be shared with the board for review. The Staff Appreciation Dinner will be hosted by the Board on Thursday, Aug 16. 2025.

Library Statistics

	Jun 2024	Jun 2025
Annual Appeal (Campaign to date and YTD)	\$40,119 (11/18/23-6/30/24) \$9,745 (1/1/24-6/30/24)	\$36,281 (11/18/24-6/30/25) \$9,192 (1/1/25-6/30/25)
Patron Visits to the Library	4,971	6,925
Number of Patrons Checking Out HA Materials (includes HA patrons checked out through DCL)	3,024	5,047
Number of Physical HA Items Checked Out	10,084	17,517
Number of Digital Items Checked Out (Overdrive/Libby digital items)	9,582	10,213
Youth Programs Hosted	In-person: 18 Passive: 7	In-person: 42 Passive: 6
Youth Programs Attendees	In-person Total: 781 (Children: 402; Adults: 379) Passive: 794	In-person: 1,190 (Children: 631; Adults: 559) Passive: 184
Teen Programs Hosted	In-person: 10 Passive: 1	In-person: 16 Passive: 0
Teen Programs Attendees (Including in-person and virtual formats on Zoom)	In-person: 41 Passive: 16	In-person: 73 Passive: 0
Adult Programs Hosted	In-person: 15 Virtual: 8	In-person: 19 Virtual: 4
Adult Programs Attendees (Including In-person programs and virtual formats via Zoom)	In-person: 53 Virtual: 231	In-person: 235 Virtual: 49
MakerSpace Programs Hosted	0	Youth: 10 Teen: 13 Adult: 7
MakerSpace Program Attendees	0	Youth: 91 Teen: 61 Adult: 46
Total Programs	In-person: 39 Virtual: 8 Passive: 8	In-person: 108 Virtual: 4 Passive: 6
Items Added to Collection	Adult Ordered: 268 Adult Processed: 306 YSD Ordered: 204 YSD Processed: 214	Adult Ordered: 415 Adult Processed: 419 YSD Ordered: 393 YSD Processed: 764
Reference Inquiries (in-person includes over phone and virtually via the website chat)	In-person: 84 Website Chat: 13	In-person: 377 Website Chat: 38
Book Drop Pickup	YMCA: Items 416, Patrons 172 CREC: Items 105, Patrons 63	YMCA: Items 486, Patrons 186 CREC: Items 114, Patrons 50
New Library Cards Issued	155	633

FRIENDS LIAISON REPORT: Deb Morley

Deb Morley reported the Friends began accepting book donations on June 10 with many items coming in from patrons. Library staff assist in moving donation to the Friends area. The October book sale will be postponed due to the late start in sorting the donations. Possibly a small May sale will be held prior to the annual October book sale in 2026. The popular Holiday Book Bundles will still be made available for sale this year in the Friends display.

NEW BUSINESS: NONE

OLD BUSINESS: NONE

The meeting entered Executive Session at 8:19 pm.

Executive Session was adjourned at 8:41 pm.