

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

DATE: October 15, 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
Regina Colantonio, Trustee

ABSENT: NONE

PUBLIC: Commissioner Forste-Grupp, Commissioner Trombetta, and Kathleen Roe

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 September 17, 2025, Regular Board Meeting. Proposed by Scott Lowe, 2nd by Alyce Callison. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Deb Cella

Debbie Cella reviewed both the September Balance Sheet and Income Statement for the year-to-year comparison and the year-to-date vs. projected budget comparison. She reported on recent revenue and expenditures, indicating that the library remains in a good financial position with an operating surplus.

Building Committee: Scott Lowe

Scott Lowe reported that the Library owner's rep, CBDS, is continuing to monitor punch-list items needed to be completed by General Contractor. Rycon is making progress on punch list and warranty items. Warranty time period runs from May 2025-May 2026. Township working with general contractor on differences in balance owed. Architect specs did not include in scope to hide electrical conduits behind the concrete wall. It is recommended by building committee that conduits be hidden where accessible.

Motion: To approve the recommendation from the Building Committee, to authorize Library up to \$30,000 to correct the conduit issue through a change order with AJM Electrical. Proposed by Scott Lowe, 2nd by Phil Goldsmith. Unanimously approved.

Fundraising Committee: Maggie Esteves

In the absence of a fundraising chair, Maggie reported that the Capital Campaign has exceeded its goal. The Campaign continues to receive gifts while not actively soliciting. She stated the Capital Campaign will close prior to the Annual Appeal beginning in November. Maggie reported the Dewey Decimal Dash is currently meeting expectations for business sponsorships and participants.

Governance Committee: Alyce Callison

Alyce reported that the Bylaw subcommittee is proposing verbiage edits and term updates in Sect III.5. The changes will clarify election of officers, general duties of the officer roles. Alyce requested Board review the Board responsibilities as they are written and mark up document as needed. Committee will discuss if required to have bonded with E&O.

PRESIDENT'S REPORT: Margaret Fox-Tully

Margaret Fox-Tully reported the Director search has completed. Maryanne Olson has accepted the position as Director beginning on November 17, 2026. She will transfer to the Haverford Township area from New York.

DIRECTOR'S REPORT: Interim Library Director Susan Sternberg

Susan Sternberg reported the Library continues to break all previously held records in circulation, programs offered, and general building use. There is a constant stream of new patrons to the Library daily. Students from the Haverford middle and high schools are a large part of the weekly patron visits which use the Teen Library, Gaming Area, Hub and Study Rooms. Susan recommended an update to the Unattended Child Policy. This will be edited by Regina and shared with Board at November meeting. Students not following the Library Behavior Policy are restricted access. The Annual Trustee Training will be held November 19 via zoom in which two trustees are required to attend to qualify for County Aid. Our book vendor, Baker & Taylor, has announced this week they will cease operation after nearly 200 years. Susan stated a transition to a new vendor was recommended in July and that is in process to transfer seamlessly at this time. Our Library will be closed to the public on Thurs, December 11, to provide a Staff Training Day. The training will include Active Threat, First Aid and CPR. DCL announced nominations are open for County recognition in three categories: public official, library worker and citizen. The awards will be announced at a Legislative Breakfast planned for March 6, 2026 at Middletown Library. The staff are all happily anticipating welcoming the new Director next month.

Library Statistics

	September 2024	September 2025
Annual Appeal (Campaign to date and YTD)	\$42,757 (11/18/23-9/30/24) \$12,383 (1/1/24-9/30/24)	\$38,011 (11/18/24-9/30/25) \$10,922 (1/1/25-9/30/25)
Patron Visits to the Library	4,751	9,996
Number of Patrons Checking Out HA Materials (includes HA patrons checked out through DCL)	2,673	4,040
Number of Physical HA Items Checked Out	8,761	13,056
Number of Digital Items Checked Out (Overdrive/Libby digital items)	9,123	9,954
Youth Programs Hosted	In-person: 19 Passive: 3	In-person: 54 Passive: 10
Youth Program Attendees	In-person: 428 (Children: 211; Adults: 217) Passive: 55	In-person: 1,346 (Children: 688; Adults: 658) Passive: 497
Teen Programs Hosted	In-person: 18 Passive: 0	In-person: 20 Passive: 4
Teen Program Attendees	In-person: 64 Passive: 0	In-person: 49 Passive: 205
Adult Programs Hosted (Including in-person and virtual formats via Zoom)	In-person: 14 Virtual: 5	In-person: 39 Virtual: 5
Adult Program Attendees (Including In-person programs and virtual formats via Zoom)	In-person: 221 Virtual: 48	In-person: 407 Virtual: 74
MakerSpace Programs Hosted	--	Youth: 12 Teen: 12 Adult: 12 Passive: 8

MakerSpace Program Attendees	--	Youth: 105 Teen: 22 Adult: 59 Passive: 1,293
Total Programs	In-person: 51 Virtual: 5 Passive: 3	In-person: 113 Virtual: 5 Passive: 14
Items Added to Collection	Adult Ordered: 118 Adult Processed: 285 YSD Ordered: 632 YSD Processed: 352	Adult Ordered: 527 Adult Processed: 276 YSD Ordered: 141 YSD Processed: 400
Reference Inquiries (in-person includes over phone and virtually via the website chat)	In-person: 123 Virtual: 18	In-person: 330 Virtual: 38
Book Drop Pickup	YMCA: 359 Items; 159 Patrons CREC: 128 Items; 77 Patrons	YMCA: 568 Items; 237 Patrons CREC: 147 Items; 78 Patrons
New Library Cards Issued	157	255
Study Room Users	--	Youth Services: 156 Adult Services: 343

FRIENDS LIAISON REPORT: Deb Morley

Deb Morley reported that the Friends reading event of Fahrenheit 451 was a great success. Friends will be filling three vacancies on the Board as applications are currently being reviewed. The Governance committee is specifically looking to fill in the gaps of experience needed. Friends continue to review the book sale procedure as well as book bundles. Sales have been a constant stream of fundraising income.

NEW BUSINESS: Commissioners Sherry Forste-Grupp and Judy Trombetta on behalf of the Township awarded Phil Goldsmith a Commendation Letter upon his retirement from the Board this month for leading a successful renovation and expansion. The Commissioners stated his steadfast vision, sharp judgement and commitment was pivotal in securing the correct team to complete the project. Phil was presented by the Board with items for the collection in his honor. Phil replied that he was blessed to have the Board, Staff and Commissioners that had such great attention to detail, expertise in their fields, and exceptional work ethic that kept the project out front. Judy Trombetta shared that the beautiful job would not have been completed without Phil's hard work.

OLD BUSINESS: NONE

The meeting Adjourned at 8:26 pm.