

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

DATE: Sep 17, 2025

ATTENDING: Margaret Fox-Tully, President
Alyce Callison, Vice President
Debbie Cella, Treasurer
Deb Morley, Secretary
Scott Lowe, Trustee
Regina Colantonio, Trustee

Donna Reeves, Staff
Susan Sternberg, Staff
Maggie Esteves, Staff

ABSENT: Phil Goldsmith, Trustee

PUBLIC: Commissioner Forste-Grupp, Todd Hall, and Kathleen Roe

The meeting was called to order by Margaret Fox-Tully at 7:02 PM.

PUBLIC COMMENT: Todd Hall commented on the upcoming quarterly discussion for teens on banned books, saying that he felt that this type of programming was good, and that he hoped that the discussion will represent multiple perspectives on the topic of banned books.

APPROVAL OF MINUTES: Motion: To approve the minutes of the July 16, 2025, Regular Board Meeting. Proposed by Debbie Cella, 2nd by Alyce Callison. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Deb Cella

Debbie Cella reviewed both the July and August Balance Sheets and Income Statements 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. Debbie also reported that the committee is assisting the library in identifying a new Point-of-Sale (POS) system for fines collections.

Building Committee: Scott Lowe

Scott Lowe reported that the building committee is transitioning from a weekly meeting to a monthly meeting. CB Development (CBD) Services, the contractor overseeing the library renovation and expansion project will continue to attend through the end of the year and will continue to be in communication with the library about outstanding punch list items until all are resolved. The committee will meet monthly on the Monday before the monthly Board of Trustees meeting. Scott also reported that solar panels are being installed this week on the roof of the library.

Fundraising Committee: Maggie Esteves

Maggie reported that with a recent gift, the library has exceeded its financial goal for the Capital Campaign. Also, she is working on getting sponsorships for the upcoming Nov 1st annual Dewey Decimal Dash.

Governance Committee: Alyce Callison

Alyce reported that the revised Board committee descriptions are available in this month's Board documents packet for Trustees to review by the end of this week.

PRESIDENT'S REPORT: Margaret Fox-Tully

Margaret Fox-Tully reminded Trustees about the annual HTFL Business Breakfast being held tomorrow morning in the library. She also provided the update on the Library Director search that finalists were interviewed in the library last week and that the search is in its final stage.

DIRECTOR'S REPORT: Interim Library Director Susan Sternberg reported on the recent library building safety review by EMS Jim McCanns and Steve Lane from Haverford Police, Active Threat Training, during which the need for a Public Announcement (PA) system for the library was identified. They are reviewing an emergency evacuation plan that Susan created and will provide feedback. Also, all library rooms will be numbered to ease locating a space in case of an emergency. Susan had asked the Board to review the updated HTFL Employee Handbook. The Board came out of executive session at 8:12 pm and approved the changes to the Employee Handbook.

Library Statistics

	July 2024	August 2024	July 2025	August 2025
Annual Appeal (Campaign to date and YTD)	\$40,977 (11/18/23-7/31/24) \$10,603 (1/1/24-7/31/24)	\$42,237 (11/18/23-8/31/24) \$11,863 (1/1/24-8/31/24)	\$36,566 (11/18/24-7/31/25) \$9,477 (1/1/25-7/31/25)	\$36,806 (11/18/24-8/31/25) \$9,717 (1/1/25-8/31/25)
Patron Visits to the Library	6,974	5,676	8,286	7,038
Number of Patrons Checking Out HA Materials (includes HA patrons checked out through DCL)	3,485	3,242	5,148	4,714
Number of Physical HA Items Checked Out	11,639	10,654	17,089	14,932
Number of Digital Items Checked Out (Overdrive/Libby digital items)	10,364	10,010	11,006	10,980
Youth Programs Hosted	In-person: 18 Passive: 10	In-person: 11 Passive: 4	In-person: 34 Passive: 15	In-person: 33 Passive: 12
Youth Program Attendees	In-person Total: 784 (Children: 424; Adults: 360) Passive: 1,019	In-person Total: 568 (children: 308; adults: 260) Passive: 381	In-person: 1,437 (Children: 813; Adults: 624) Passive: 1,384	In-person: 1,155 (Children: 607; Adults: 548) Passive: 920
Teen Programs Hosted	In-person: 6 Virtual: 0	In-person: 11 Virtual: 0	In-person: 17 Passive: 0	In-person: 10 Passive: 0
Teen Program Attendees	In-person: 16 Virtual: 0	In-person: 39 Virtual: 0	In-person: 45 Passive: 0	In-person: 54 Passive: 0
Adult Programs Hosted (Including in-person and virtual formats via Zoom)	In-person: 13 Virtual: 7	In-person: 9 Virtual: 5	In-person: 32 Virtual: 6	In-person: 33 Virtual: 5
Adult Program Attendees (Including In-person programs and virtual formats via Zoom)	In-person: 163 Virtual: 37	In-person: 76 Virtual: 25	In-person: 260 Virtual: 63	In-person: 314 Virtual: 35
MakerSpace Programs Hosted	--	--	Youth: 14 Teen: 12 Adult: 13 Passive: 7	Youth: 12 Teen: 12 Adult: 13 Passive: 8

MakerSpace Program Attendees	--	--	Youth: 74 Teen: 41 Adult: 69 Passive: 1095	Youth: 96 Teen: 35 Adult: 54 Passive: 1585
Total Programs	In-person: 35 Virtual: 7 Passive: 9	In-person: 31 Virtual: 5 Passive: 4	In-person: 122 Virtual: 6 Passive: 21	In-person: 113 Virtual: 5 Passive: 19
Items Added to Collection	Adult Ordered: 343 Adult Processed: 369 YSD Ordered: 166 YSD Processed: 360	Adult Ordered: 198 Adult Processed: 291 YSD Ordered: 438 YSD Processed: 366	Adult Ordered: 346 Adult Processed: 396 YSD Ordered: 186 YSD Processed: 862	Adult Ordered: 443 Adult Processed: 392 YSD Ordered: 382 YSD Processed: 277
Reference Inquiries (in-person includes over phone and virtually via the website chat)	In-Person: 144 Virtual: 21	In-person: 107 Virtual: 17	In-person: 235 Website Chat: 42	In-person: 351 Website Chat: 67
Book Drop Pickup	YMCA: Items 408; Patrons 142 CREC: Items 168; Patrons 73	YMCA: Items 429; Patrons 163 CREC: Items 166; Patrons 69	YMCA: Items 543; Patrons 215 CREC: Items 222; Patrons 110	YMCA: Items 498; Patrons 210 CREC: Items 195; Patrons 93
New Library Cards Issued	170	157	399	317
Study Room Users	--	--	Youth Dept: 134 Adult Services: 177	Youth Dept: 129 Adult Services: 259

FRIENDS LIAISON REPORT: Deb Morley

Deb Morley reported that during the Friends' Board of Directors meeting on September 10th that it was shared that six individuals have expressed interest in Board membership. The Board's nominating committee will be reviewing these applications next week. Also, that the number of Friends members is at 119. The Board brainstormed ideas for Friends membership incentives. The membership committee will bring a proposal for incentives to the next meeting. The Summer Reading program with Koffmeyer's was a success with 116 ice cream vouchers distributed to participants, an increase from 92 in 2024. Book donations are continuing to be collected for a Friends Booksale in 2026. Currently, some donated Friends books are being sold in the library. The Friends are planning to attend several upcoming Haverford events to represent the Friends group and advocate for the library.

NEW BUSINESS: NONE

OLD BUSINESS: NONE

The meeting entered Executive Session at 7:55 pm.

Executive Session was adjourned at 8:18 pm.