

THE HAVERFORD TOWNSHIP FREE LIBRARY ASSOCIATION
Board of Trustees Regular Meeting (FINAL)

DATE: July 15, 2020

ATTENDING: Phil Goldsmith, President
Margaret Fox-Tully, Vice President
Debbie Cella, Treasurer
Alyce Callison, Secretary
Madeline O'Fria
Scott Lowe
Jim Brown
Sukrit Goswami, Director
Donna Reeves, Business Manager

EXCUSED: NONE

The meeting was called to order by Phil Goldsmith at 7:04 PM.

PUBLIC COMMENT: NONE

APPROVAL OF MINUTES: **Motion:** To approve the minutes of the May 20, 2020 Board of Trustee Meeting. Proposed by Alyce Callison, 2nd by Scott Lowe. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee – Debbie Cella

Debbie Cella reported the PPE funds were received on May 1, 2020 at approximately \$187,000 which is listed as liability until we receive loan forgiveness but will ultimately increase revenue. The May and June monthly and year to date reports reflect an increase in Township Appropriation and State Aid with an overall decrease in self-generated revenue due to COVID-19 closure. Library expenses decreased overall from this time last year.

In June, the Library also received a grant for \$5000 from the MKM Foundation.

For the health and safety of both staff and patrons, the Library has purchased a substantial amount of PPE supplies. A spreadsheet that outlines the PPE expenses incurred will be provided next month.

PRESIDENT'S REPORT: Phil Goldsmith

Phil Goldsmith reported that Sukrit and Library staff have done a tremendous job in getting the Library up and running. Phil along with the Board of Trustees wanted to convey appreciation to all staff for their hard work during the current phase of Library operation with Curbside pickup since it was a new process for staff and entailed much hard work.

Phil reported he has not inquired from the township on building updates. The township has

requested information from the Library for a state grant. Phil Goldsmith will contact the township in a few weeks about the stage of the process.

DIRECTOR'S REPORT: Sukrit Goswami

Building Reopening Timeline/Update

We launched curbside pickup service on Monday, June 15, 2020, ending a nearly 10 week interruption to the lending of books and other physical material. This contactless service was met with enthusiasm by patrons and staff alike. It was wonderful to welcome over 350 people who came to the front door to pick up over 1,000 library items during the first week.

- For the first two weeks, curbside pickup hours were; Monday - Friday from 10 am to 4 pm.
- On Monday, June 29th, we increased our curbside pickup service hours through the inclusion of evening hours Monday-Wednesday 10 am to 8 pm, and on Thursdays 10 am to 6 pm. We furthermore added Saturdays to the curbside pickup service, from 10 am - 5 pm.
- On Monday July 13th the library once again expanded its services to allow patrons into the library to browse and use the computers. Called "Grab & Go," we're offering patrons the opportunity to enter the library, choose materials and check out.

However, for the health and safety of our staff and patrons we have implemented several changes in our operations:

- The first hour is reserved for seniors and patrons with compromised immune systems; daily from 10 am to 11 am.
- To accommodate for social distancing, fewer people are permitted in the building at a time. Currently the number is 20, but we will be assessing this by the end of the week to accommodate more patrons in the building if it is deemed safe.
- Masks must be worn at all times when in the library. If a patron doesn't have one, the Library is happily providing a mask to our patrons.
- All programs will continue virtually; no in-person programs will take place for the time being.
- All meeting rooms are closed.
- All chairs are removed with the exception for computer use.
- One person is permitted in an aisle at a time.
- Five of the nine public computers are in operation.
- Computer use is limited to 40-minute sessions. Pre-registration is encouraged.
- During the first week, staff is not able to provide in-person computer assistance in keeping with social distancing guidelines. We will be assessing this by the end of the week.
- Contactless Pickup Service will continue for those who choose not to use in-person service at the library.

Circulation Statistics from June 16-July 11, 2020

- Patrons Served 11 days in June - 569
- Patrons Served 9 days in July - 526

Total Patrons Served for Curbside Pickup - 1,095

- Items Circulated in June - 1,660
 - Items Circulated in July (Until July 11) - 1,531
- Total Items Circulated during Curbside Pickup - 3,191

Virtual Programming is continuing:

Look what we accomplished with Virtual Programming and Online Resources!

Social Media Outreach from March 19 - June 30, 2020

- Total views on YouTube – 9,952
- Total hours viewed on YouTube - 1,297
- New subscribers to YouTube - 73
- Facebook Reach for the past 90 days - 99,100
- Facebook increase in reach the past 30 days - 8,300

Adult Program Stats from March 19 - June 30, 2020

- Virtual Adult Programs - 193
- Facebook Reach - 74,438
- Facebook Engagements - 3,590
- Zoom Participants - 190
- YouTube Participants - 2,405

Total Views in Adult Programs - 6,185

Youth Services Stats from March 19 - June 30, 2020

- Virtual Children's Programs – 307

Total Views in Youth Programs via Instagram, Facebook YouTube and Zoom - 49,620

FRIENDS LIAISON REPORT:

Friends are ready to volunteer when returning to the Library is determined.

NEW BUSINESS:

The Board of Trustees will sign required forms in accordance with the annual Form 990. These documents can be signed by DocuSign or printed, signed and mailed back.

OLD BUSINESS: NONE

MEETING ADJOURNED: 7:33 PM