

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

DATE: December 16, 2020

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

EXCUSED: Jim Brown

The meeting was called to order by Phil Goldsmith at 7:00 PM via Zoom.

PUBLIC COMMENT: NONE

APPROVAL OF MINUTES: **Motion:** To approve the minutes of the November 18, 2020 Board of Trustee Meeting. Proposed by Scott Lowe, 2nd by Debbie Cella. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Debbie Cella

Debbie Cella reported WSFS has approved the Library's application for the Payroll Protection Program loan forgiveness. WSFS forwarded their decision to the Small Business Administration (SBA.) The SBA has up to 90 days to remit the loan forgiveness amount to WSFS.

Debbie Cella reported on the November 2020 Financial Reports, along with stating that the Library received a \$2,500 designated gift for the purchase of tablet computers for a new Children's collection.

There are no changes to the preliminary budget proposed in the September Board Meeting. The Township has approved the Library's appropriation as proposed in the preliminary budget.

Building Committee: Scott Lowe

Scott Lowe provided the Board with an update with regard to the architect's amendments #5 and #6, along with the comments, proposed suggestions and timeline from our owner's representative, C.B. Development Services for moving forward.

PRESIDENT'S REPORT: Phil Goldsmith

Today, the Library reverted to curbside/contactless pick up service only. In light of the situation, there are no direct fee transactions during this time. There will be a moratorium on fines while the library is closed to in-building services.

The Township has declared a snow emergency until 3 pm on Thursday, December 17th, so the Library will be closed tomorrow as well. In addition, due to pandemic and our current operating procedures we will be closed on Saturday, December 26th to limit exposure. We will reopen our curbside/contactless pick up service only on Saturday, January 2, 2021.

Commissioner, Andy Lewis' mother has passed. The Board members decided to personally contribute and send a gift to Brandywine Valley SPCA in memory of Commissioner Lewis' mother.

DIRECTOR'S REPORT: Sukrit Goswami

- Library reverted to contactless pickup service from Today, Wednesday, December 16
- Virtual Programs in Reference and Youth Services have been steady (*Please see stats below*)
- Requesting to close the Library on Saturday, December 26, 2020

Grants Received in 2020

- Cares Act Funding for Fines
- Received \$14,257 - the Delaware County Council approved for a program to reimburse member libraries for fines/charges on juvenile records that are currently blocked from borrowing materials.
- IMLS Cares Act Plan
- Applied for (November) and will be receiving a \$2,320 grant from OCL for PPE supplies reimbursement.
- Library Foundation of Delaware County
- Awarded a \$480 grant in March from Library Foundation of Delaware County for a reimbursement for museum passes.
- Library Foundation of Delaware County
- Awarded another \$500 grant in October from Library Foundation of Delaware County for a reimbursement for museum passes.
- MKM Foundation
- Awarded a \$10,000 unrestricted grant from MKM. The first installment was received in June 2020. We booked the second installment that we will receive in 2021 as a general entry.
- PHC CARES
- Awarded a \$7,500 grant for technology from PHC CARES in September.
- SBA – PPP Loan/Grant
Received \$186,765 from SBA in May 2020 for a loan period through October 2020. Our application for loan forgiveness is filed. WSFS has approved and sent to SBA for their approval.

Library Statistics

| November 2019 vs. November 2020 STATS | | |
|---|-----------------------------------|--|
| | November 2019 | November 2020 |
| Annual Appeal (Campaign Year Total) | \$17,402 (Nov 18-Dec 15, 2019) | \$17,249 (Nov 21-Dec 15, 2020) |
| Patron Visits to the Library | 14,784 | 7,394 |
| Number of Patrons Checking Out Materials at HTFL | 5,222 | 3,177 |
| Number of Physical Items Checked Out | 18,092 | 14,066 |
| Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks) | 4,101 | 6,092 |
| Youth Programs Hosted | 73 | 48 |
| Youth Programs Attendees including engagement and reach* (2020 virtual formats in Facebook, YouTube, Zoom and Instagram) | 1,827 | 1,143 Facebook/Youtube views: 1,139; Zoom: 4 |
| Adult Programs Hosted | 25 | 19 |
| Adult Programs Attendees including engagement and reach* (2020 virtual formats of 5K sign-up, Facebook, Zoom and YouTube) | 571 | 2,935 (Engagement: Facebook 198; Zoom 89; YouTube 11; 5K 107; Facebook Reach: 2,530)* |
| Total Programs | 98 | 67 |
| Items Added to Collection | Adult: 324 YSD: 165 | Adult: 14 YSD: 112 |
| Reference Inquiries | 386 | 539 |

* Difference between engagement and reach in Facebook: engagement is when a video/program is clicked on to watch; where as an engagement is seeing the title but not clicking through to view.
Note: Homebound program on hiatus due to limited Reference Staff

FRIENDS LIAISON REPORT: NONE

NEW BUSINESS:

- It was discussed to have a Liaison for the DCL Trustee meetings a year.
- The Library's Surety Bond for Jan. 2021-Dec 2024 was purchased and sent to the State.
- In 2021 the Library will observe Independence Day on July 5th; the Library will be closed to the public. It was decided after discussion that the Library will close at 3pm on Thanksgiving Eve and New Year's Eve.

OLD BUSINESS: None

EXECUTIVE SESSION: The Board moved to executive session to discuss personnel matters.

The meeting was adjourned at 8:48 PM.