

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

DATE: January 20, 2021

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

EXCUSED: Madeline O’Fria

The meeting was called to order by Phil Goldsmith at 7:03 PM via Zoom.

**PUBLIC COMMENT:** NONE

**APPROVAL OF MINUTES:** **Motion:** To approve the minutes of the December 16, 2020 Board of Trustee Meeting. Proposed by Jim Brown, 2<sup>nd</sup> by Scott Lowe. Unanimously approved.

**COMMITTEE REPORTS:**

Finance Committee: Debbie Cella

Debbie Cella reported on the preliminary December 2020 Financial Reports. The final December 2020 Financial Reports will be provided after completion of all end of year accruals.

Debbie Cella reported an increase of 24% in cash excluding the PPP loan. The PPP loan has been submitted for loan forgiveness. The Library is not eligible to apply for another PPP loan at this time. Delaware County Council approved in CARES Act funding a reimbursement for fines/charges on juvenile records. The library received \$14,257.

The Library received a generous \$8,181 designated gift for the purchase of early literacy station computers for the Children’s department.

The Annual Appeal revenue has increased 25% compared to the Annual Appeal in January 2020. This is a tremendous increase.

Building Committee: Scott Lowe

Scott Lowe informed the Board about an upcoming meeting with architect to discuss the strengths and weaknesses of the block plan options with suggestions from our owner’s representative, C.B. Development Services. The square footage of the Library is smaller

than what is recommended by the Library consultant for our Township’s population. We will discuss with architect feasibility of each of the options.

**PRESIDENT’S REPORT: Phil Goldsmith**

Phil Goldsmith spoke with Township to discuss allocation of funds for Library renovation. He informed them that the Library will provide the renovation cost estimate to the Township in February.

**DIRECTOR’S REPORT: Sukrit Goswami**

**Library News**

- Patron volume has been high during curbside pickup. All staff is doing a terrific job with curbside as well as virtual programs. Since reverting to Contactless Pick-up Service only on December 16, 2020, we have had 1,681 patrons’ pick-up 4,135 items (661 patrons picking up 1,462 items in December and 1,020 patrons so far in January picking up 2,673 items.)
- Weeding of collection continues following recommended criteria in preparation for temporary move of Library collection during renovation. Donation of weeded materials is offered to local organizations like assisted living, schools, churches and other groups.
- Senior staff is regularly meeting to discuss expansion of Library services to our patrons during our curbside/contactless pickup. We recently added faxing, printing and copying options for our patrons.
- Lease Agreement – In partnership with Colleen Duffy Price, Library Real Estate Solicitor and with Township, the final version of the lease agreement has been provided to the Township. The Commissioners will have the second reading of the ordinance approving the lease during their upcoming meeting on February 8, 2021.
- COVID-19 Vaccination for staff if available
  - Staff is being surveyed on their interest
- Township successfully obtained \$1 Million Redevelopment Assistance Capital Program (RACP) grant for the impending Library renovation.
- Keystone Grant: Office of Commonwealth Libraries announced the anticipated important dates for next round of Keystone Grant.
  - This grant requires a dollar-for-dollar municipal match. We will be coordinating with the Township when the time comes to apply for this grant.
  - We will be applying for the maximum amount \$750,000.
  - This grant will open up on June 28, 2021
  - Completed application will be due on October 1, 2021
  - The 18-month contract term in which to complete awarded project will be March 1, 2022 – August 31, 2023
- The US Census Bureau sent the Library a certificate of recognition for partnering with them for the 2020 Census.
- ALA Midwinter Conference (January 22 – January 26) is virtual this year and look forward to learn additional ways libraries function during the pandemic.

**Library Statistics**

	December 2019	December 2020
Annual Appeal (Campaign Year Total)	\$29,807 (11/18/2019-1/15/2020)	\$36,425 (11/21/2020-1/15/2021)
Patron Visits to the Library	12,112	In library: 3,669 Curbside: 661

Number of Patrons Checking Out Materials at HTFL	4,654	3,398
Number of Physical Items Checked Out	18,933	11,636
Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	4,346	6,350
Youth Programs Hosted	16	36
Youth Programs Attendees including engagement and reach* (2020 virtual formats in Facebook, YouTube, Zoom and Instagram)	503	Facebook Reach: 13,357 Engagement: 198 Zoom: 112 YouTube views: 69
Adult Programs Hosted	17	16
Adult Programs Attendees including engagement and reach* (2020 virtual formats of Facebook, Zoom and YouTube)	335	Facebook Reach: 2,666 Engagement: 206 Zoom: 61 YouTube views: 26
Total Programs	33	48
Items Added to Collection	Adult: 400 YSD: 136	Adult: 348 YSD: 152
Reference Inquiries	368	151

\*Difference between engagement and reach in Facebook: engagement includes a video/program that is clicked to view; reach is scanning the post on the browser but not clicking through.

**FRIENDS LIAISON REPORT:** Jim Brown

- Friends of Haverford Township Free Library have discussed alternate fundraising strategies that can be accomplished virtually. The Friends currently are hosting a Take-Out fundraiser on Feb. 25, 2021 in conjunction with Anthony's Coal Fired Pizza in Wynnewood.
- Plans for Friends' Annual book sale is on hold as volunteers are not currently able to access building due to covid restrictions and for the safety of staff.

**NEW BUSINESS:** NONE

**OLD BUSINESS:**

- Jim Brown volunteered to serve as liaison to attend all bi-monthly DCL Trustee Meetings. Phil Goldsmith will be the substitute to attend these meetings.
- The invoice due to C.B. Development Services was approved by Board and will be sent to Township to be expedited.

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

**The meeting was adjourned at 7:56 PM.**