

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

DATE: March 17, 2021

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

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

PUBLIC COMMENT: Township resident Tim Hayburn asked via email when the library will reopen.

APPROVAL OF MINUTES: **Motion:** To approve the minutes of the February 17, 2021 Board Meeting. Proposed by Scott Lowe, 2nd by Jim Brown. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Debbie Cella

There will be more to discuss after the annual audit concludes. State aid partially received (5/12th). We will get the remaining 7/12th at a date yet to be determined. Fundraising looks good. We have raised more than \$2,700 this month. We received a Rotary grant of \$1,000 for children’s programs. Fundraising is only down \$500 compared to this time last year.

We paid our annual payment for workers comp charge in February. Maintenance charges are down, as well as utilities charges are down significantly compared to last February due to the purchase of oil.

State report: Donna reconciles, Debbie oversees. Draft financial statements for the audit to be ready in early April.

Sukrit reports that small changes to the state report are coming. We need to change how our days open are listed, and how we count our virtual programs.

PRESIDENT’S REPORT: Phil Goldsmith

Phil will provide an update about the real estate and construction status in the Executive Committee Session. Nothing else to report.

DIRECTOR'S REPORT: Sukrit Goswami

Library News

- The Library hosted Hidden in Plain Sight: History of Slavery in Haverford Township via Zoom on March 3. It was our most attended virtual program to date with 272 participants. Colin McCrossan, Haverford Township resident, and McGill graduate, presented his research for a very compelling program.
- All Staff Meeting occurred on March 3, in which we discussed with the staff the proposal by department managers for safely reopening the Library to the public when time comes to reopen the building for in-person browsing etc.
- Tech Services training by Kim Christopher continues in the processing of items to enter in our collection. The staff training is completed with Circ staff: Jessica, Austin, John, Celia and Rebecca, and now Patti and Perri are also being trained.
- The withdrawn Book Club in a Bag (BCIB) titles will be available for library patrons and staff to buy and the proceeds will go to the Friends' to help with their fundraising efforts. These items are displayed on the Friends' "book sale" shelf in the old bank building area of the Library.
- The February Friends' fundraiser was very successful at Anthony's Coal Fired Pizza in Wynnewood raising \$349.03 for pickup and delivery. The social media strategy to advertise the fundraiser was put together by Alex Reed and Mike Poteet. Thank you to all the Friends' members who participated in organizing.
- Our 2020 Annual State Report is completed and has been submitted to DCL for their required review prior to forwarding to the State.
- Weeding in departments to withdraw items that do not circulate frequently continues in order to prepare for moving the collection during the renovation. There have been 474 total items weeded this month in the following collections:

Adult Collection

142 Cookbooks (13% of collection)
85 Fiction (<1% of collection)
36 Graphic Novels (10% of collection)
14 Audiobooks (5% of collection)
77 DVDs (25% of dvd collection)

Youth Services Collection

95 Picture Books
14 Graphic Novels
4 Board Books
4 Fiction
2 Easy Readers
1 Fairy Tale

- In addition, inquiries on the reopening of the Library to the public was discussed with the Library Board.

February 2020 vs. February 2021 STATS		
	February 2020	February 2021
Annual Appeal	\$33,019 (11/18/19-3/12/20) \$2,237 (2/1/20-2/29/20)	\$40,865 (11/18/20-3/12/21) \$2,700 (2/1/21-2/28/21)
Number of Patrons Checking Out Materials at HTFL	5,426	2,305
Number of Physical Items Checked Out	22,814	7,093
Number of Digital Items Checked Out (RB Digital Magazines & Overdrive ebooks)	4,422	6,463
Youth Programs Hosted	64	29 Virtual
Total Youth Programs Attendees (Including Virtual formats Facebook, YouTube, Zoom and Instagram)	1,691	Facebook Reach: 4,409 Engagement: 116 Views: 761 Zoom: 2 Youtube: 38
Adult Programs Hosted	26	22 Virtual
Total Adult Programs Attendees (Virtual formats including Facebook, Zoom and YouTube)	402	Facebook Reach: 1597 Engagement: 154 Views: 588 Zoom: 152 Youtube: 12
Total Programs	90	51
Items Added to Collection	401	Adult: 260 YSD: 179 Total = 439
Reference Inquiries	577	145

*Difference between Engagement, Reach and Views on Facebook: Engagement means post was liked, shared or commented on, reach means the post appeared on feed, views mean the program was viewed in entirety or part.

FRIENDS LIAISON REPORT: Jim Brown

The pizza fundraiser on February 25 was successful. They are holding elections for officers now. They are thinking ahead to fundraisers, which are still largely on hold due to COVID. They are not yet promoting book donations.

NEW BUSINESS: NONE

OLD BUSINESS: NONE

EXECUTIVE SESSION: The Board moved to executive session.

The meeting was adjourned at 8:14 PM.