

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

DATE: April 21, 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
Julie Schultz, Admin Assistant

The meeting was called to order by Phil Goldsmith at 7:02 PM.

PUBLIC COMMENT: NONE

APPROVAL OF MINUTES: **Motion:** To approve the minutes of the March 17, 2021 Board Meeting. Proposed by Margaret Fox-Tully, 2nd by Madeline O’Fria. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Debbie Cella

Debbie conducted the Treasurer’s Report stating everything is as expected. Fundraising year to date increased by \$8,500. Fines have increased. Year to date we partially received (5/12th) of State Aid. We will get the remaining 7/12th at a later date. Our fixed assets line items have been updated with end of year accruals. Last year when covid protocols began library collections ceased in March 2020 along with meeting room fees which decreased expenses and revenue comparatively.

Debbie highlighted the Annual Audit Final Report. Stating even though self-generated revenue was down the Library had an increase at the end of year due to an increase in grant funding and decrease in expenses.

The Electrical Supplier Agreement was up for renewal this year. The Finance Committee approved unanimously the change of provider to IGS Energy for the next 24 mo. The new supplier will save the Library \$10,000 over the next 2 years.

Building Committee: Scott Lowe

Scott reported on the approval by Township Commissioners of renovation design. Next step will be to appear before the Zoning Hearing Board. Scott also reported on the architect’s change order, Bernardon Amendment #006, for design support during zoning. Scott recommends a new rendering is created for the renovation that includes the addition.

Motion: To approve the authorization of the Finance and Building Committees to review and approve new contracts for getting Library through the Zoning Hearing Board process. Proposed by Scott Lowe, 2nd by Debbie Cella. Unanimously approved.

PRESIDENT'S REPORT: Phil Goldsmith

Phil Goldsmith on behalf of all the Board members and staff expressed the Library condolences to the family of Commissioner Andy Lewis on his passing from CJD.

Phil met with Commissioner Conor Quinn this week to discuss library renovation plans. Mr. Quinn was in support of the library plans.

DIRECTOR'S REPORT: Sukrit Goswami

Library News

- Popular virtual programs include the Bone Detectives in partnership with Mutter Museum's forensic anthropologist via Zoom on March 31st which was attended by all ages with 34 people registered for the event. The monthly Kickin' Cooking program remains a favorite with an average of 135 views per event. History Talk on Abraham Lincoln hosted in partnership with Haverford Township Historical Society received positive comments from patrons.
- Staff Meetings occurred via Zoom on March 31 and April 8. Staff was shared the building expansion plan by Phil Goldsmith and Sukrit via a powerpoint presentation. We discussed new protocols of 15 patrons in the library at a time to keep staff and patron interactions safe during reopening to the public on Monday, April 5th. We opened the use of 2 computers to patrons the week of April 19.
- There is a new book window display in Library 1st floor windows. Patrons can see popular titles displayed in the Library as they walk into the entrance on Mill Road. This has been posted on the Instagram page and very popular with patrons as they come to the Circ desk to ask for the title they saw on display.
- The Book Club in a Bag (BCIB) venture with Friends' to provide our withdrawn BCIB titles for sale to library patrons and staff has raised \$35 so far for April. The proceeds from the BCIB sales will go to Friends' to help with their fundraising efforts. These items are displayed in the Friends' bookshelf area in the old bank building area of the Library.
- The Mill Road Large Window Display has a beautiful new design with a large book and designs depicting different genres including a dragon, a ship, and a beanstalk. Check out the window next time you pick up your library materials.
- Library will form a committee to begin drafting a Social Media Policy. It will be presented to the Library Board when the draft is complete.
- Library Staff will receive 2nd Covid vaccination on May 3rd and with Board approval will be closed on Tuesday, May 4th in support of staff.
- April Stats since opening to the public from April 5-20, 2021:
 - Patrons Visits to the Library: 2,246
 - Items Circulated from HA: 7,104

March 2020 vs. March 2021 STATS

	March 2020	March 2021
Annual Appeal (campaign start to end of month)	\$33,451 (11/18/19-4/15/20) \$740 (3/1/20-3/31/20)	\$42,044 (11/18/20-4/15/21) \$690 (3/1/21-3/31/21)
Patron Visits to the Library	In Library: 5,924	Curbside: 2,455
Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL)	2,460	2,859
Number of Physical HA Items Checked Out	11,295	7,898
Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	5,247	6,234
Youth Programs Hosted	In Library: 6 Virtual: 25	Virtual: 47
Total Youth Programs Attendees (Including Virtual formats Facebook, YouTube, Zoom and Instagram)	In Library: 164 Virtual: 8435* (reach, views and engagement)	Facebook Reach: 7150 Engagement: 196 Views: 1960 Zoom: 4 Youtube: 74
Adult Programs Hosted	In Person: 9 Virtual: 13	Virtual: 25
Total Adult Programs Attendees (Virtual formats including Facebook, Zoom and YouTube)	In-person: 173 Facebook Reach: 8260 Engagement: 618 YouTube: 595	Facebook Reach: 1637 Engagement: 132 Views: 452 Zoom: 450 Youtube: 583
Total Programs	53	Virtual: 72
Items Added to Collection	Adult: 0 YSD: 168	Adult: 221 YSD: 0
Reference Inquiries	In-person: 158 Virtual: 15	172

*Difference between engagement, reach and views in Facebook: engagement means it was liked, shared, or commented on, reach means it scrolled on the feed, views mean it was watched in entirety or part.

FRIENDS LIAISON REPORT: Jim Brown

Jim reported that the Friends last meeting Phil presented a slide show and they were enthusiastic about support for renovation. The reelection of officers is next month and the Friends President, Nikki Senecal, will not seek reelection. Other officers plan to continue in their positions. Friends volunteer, Kathleen Roe, will be able to volunteer in the library again to get ready for Summer Friends' book sale by collecting donations and sorting books after a year hiatus of Friends members in the

Library. Friends of the HTFL are a fantastic group and Jim encouraged the Board to all become members.

NEW BUSINESS:

Donna Reeves reported on the Form 990 draft submitted by the auditor. She sent it to the Board for review earlier this week. Board will submit any comments or questions this week for changes that the auditor will address. The auditor will then send back the final draft to the Library for review. Form 990 is not due to the IRS until May 17, so the Library is proactive in the annual audit review.

Sukrit Goswami reported on a resolution for use of Capital funds. Haverford Township Free Library Board of Trustees authorizes the commitment of an additional \$500,000 contribution to be released to the Township of Haverford for the Library's expanded renovation project; making a total overall Library commitment of one million dollars. It is the Library's understanding that like the \$500,000 contribution made in December 2016, all expenditures to be drawn from these funds will be made only for authorized services, based on invoices that have been reviewed and approved by the Library's project management firm and recommended for payment by the Building Committee, and approved by the Haverford Township Free Library Board of Trustees.

Motion: To approve the authorization to commit an additional \$500,000 contribution to the Township of Haverford for the Library's expanded renovation project with the funds taken from the Library's Capital Campaign and Improvement accounts. Proposed by Jim Brown, 2nd by Scott Lowe. Unanimously approved.

OLD BUSINESS: Board of Trustees will sign annual disclosure statements.

EXECUTIVE SESSION: NONE

The meeting was adjourned at 8:15 PM.