

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

DATE: June 16, 2021

ATTENDING: Phil Goldsmith, President  
Margaret Fox-Tully, Vice-President  
Debbie Cella, Treasurer  
Alyce Callison, Secretary  
Jim Brown, BOT  
Scott Lowe, BOT  
Madeline O’Fria, BOT

Sukrit Goswami, Director  
Donna Reeves, Staff  
Julie Schultz, Staff

PUBLIC: NONE

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

**PUBLIC COMMENT:** NONE

**APPROVAL OF MINUTES:** **Motion:** To approve the minutes of the May 19, 2021 Board Meeting. Proposed by Scott Lowe, 2<sup>nd</sup> by Jim Brown. Unanimously approved.

**COMMITTEE REPORTS:**

Finance Committee: Debbie Cella

Debbie reported that the Library’s year to date and year to year revenue and expenses have decreased by 1.5% and 6.5%, respectively. Library assets reflect an increase; while the significant decrease in our liabilities is due to the approval of the PPP loan forgiveness. Our overall net position remains healthy.

Building Committee: Scott Lowe

Scott reported that zoning hearing with township has been submitted. The new design of the library expansion will make the space work better. Traffic study will be completed for the Library.

**PRESIDENT’S REPORT:** Phil Goldsmith

Phil Goldsmith suggested that Library Board meetings could go back to in-person in September 2021; he will be assessing this after discussion with the Board before the next meeting. Jim Brown contributed that DCL has made recommendations to Libraries based on CDC and OCL guidelines but libraries can choose when to return to pre-pandemic services.

**DIRECTOR’S REPORT:** Sukrit Goswami

Pre-Pandemic Return to Library Services Timeline

We have systematically and strategically started to return to pre-pandemic service at our Library.

The following services will continue until further notice:

- Our front doors will stay open through summer.
- Masks are required for everyone regardless of vaccine status.

- We are encouraging one person per aisle in the building, and requesting that 6 ft. distancing be maintained.
- All hard surfaces throughout the Library will be cleaned on an hourly basis.

The following changes have been implemented/updated:

- The Library has returned to regular hours of operation.
- All patron time limits and capacity restrictions have been eliminated for patrons.
- The Library has added several in-person programs at local parks, while continuing with virtual programming.
- The county and the Library have ended the quarantining of library materials.
- We have reopened the book drops at YMCA & CREC.
- We have added seating throughout the building by introducing 2 chairs per table.
- Newspapers are once again available for patron use.
- We are offering access to 5 public computers for 2 hour sessions per patron.
- Catalog computers are available for patrons.
- Book donations are now being accepted for the Friends of the Library.
- We have suspended taking staff temperatures upon their arrival, while reinforcing that staff stay home if they are not feeling well.
- A limited number of adult volunteers may return to building.

The following services will be assessed periodically:

- Mask wearing inside the building for the patrons (*Will be evaluated on June 22nd*)
- Mask wearing inside the building for the staff (*Will be evaluated on June 22nd*)
- Additional computer availability in YSD including AWE stations (*This will be assessed weekly*)
- Toys in Youth Services department will be evaluated at the end of June
- Indoor programs with limited registration (*This will be evaluated monthly*)
- Meeting rooms use (*This will be evaluated monthly*)
- Teen volunteers return to Library (*This will be evaluated monthly*)

#### Library News

- PHC CARES Grant funds of \$7,500 designated for Technology use have been expended. The new audio visual and live streaming items will greatly increase our capacity to do virtual programs as well as enhanced zoom meetings and group streaming.
- The Youth Services summer programming with wildlife-themed interactive programs and displays is going well. Our Monday and Thursday morning outdoor storytime at parks throughout the Township are averaging 75 participants each day. So far, we have had nearly 100 signups for our children and teen Summer Reading program. Social Media and Instagram has been utilized to promote programming and circulation. The highly anticipated *Science in the Summer* program is virtual this year with 28 participants from our Library.
- We have increased in-person Adult summer programming (outdoor). The first in-person Cookbook Club in over a year took place at Hilltop field which was attended by 20 participants. We hosted Pride Storytime in partnership with the Haverford High School club, called *No Place for Hate*, on the high school field with 38 participants. The Library offered a Drum Circle program that took place at Merwood Park and Line Dancing at The Grange; both programs were well attended. Our Adult Summer Reading program currently has 40 patrons signed-up which is above average participation for the first week. Our Sounds of Summer event will return on Friday, July 23rd at Merwood Park with the band, Conjunto, playing Cuban jazz.

STATs for May 2020 vs. May 2021

	May 2020	May 2021
Annual Appeal (campaign and YTD)	\$33,768 (11/18/19-6/10/20) \$4,591 (1/1/20-5/31/20)	\$43,358 (11/18/20-6/10/21) \$7,553 (1/1/21-5/31/21)
Patron Visits to the Library	0	4,854
Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL)	0	3,481
Number of Physical HA Items Checked Out	0	14,988
Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	7,375	6,042
Youth Programs Hosted	Virtual: 89	Virtual: 28 In-Person: 4
Total Youth Programs Attendees (Including Virtual formats Facebook, YouTube, Zoom and Instagram)	Facebook Reach: 6,270*	Facebook Reach: 4021 Engagement: 99 Views: 741 Zoom: 9 Youtube: 36
Adult Programs Hosted	Virtual: 58	Virtual: 24
Total Adult Programs Attendees (Virtual formats including Facebook, Zoom and YouTube)	Facebook Reach: 19,979 Engagement/Views: 880 Zoom: 115 Youtube: 743	Facebook Reach: 1118 Engagement: 62 Views: 286 Zoom: 103 Youtube: 13
Total Programs	Virtual: 147	Virtual: 52 In-Person: 4
Items Added to Collection	0	Adult: 156 YSD: 300
Reference Inquiries	Virtual: 45	Virtual: 133

\*In May 2020 we did not count Facebook reach/engagement separately. Note: Difference between Facebook engagement, reach and views: engagement is a like, share or comment, reach is scrolled through feed, a view is to watch program.

**FRIENDS LIAISON REPORT:** Jim Brown

Jim Brown reported the election of officers was delayed until the next meeting so that the new co-chairs for the position of President can be confirmed. The next Friends Book Sale will be on Haverford Township Day.

**Jim Brown also reported on DCL Trustees Meeting**

- DCL has eliminated quarantining of materials
- Contract signed with Interlibrary delivery service for 3 yr. contract
- Swank Movie License obtained for use by all DCLS libraries
- World Archives and Brainfuse subscriptions were obtained for outreach
- Strategic Plan is beginning to be updated by District

**NEW BUSINESS:**

Sukrit Goswami reported that the Library staff drafted a Social Media Policy for review by the Board. Board members were requested to send in any comments regarding the draft submitted.

**OLD BUSINESS:** NONE

**EXECUTIVE SESSION:** Entered Executive Session to discuss matters of real estate.

**The meeting was adjourned at 7:42 PM.**