

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

DATE: December 15, 2021

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

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

EXCUSED: None

PUBLIC: Emily Woodward, Frances Novack

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

PUBLIC COMMENT: NONE

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

COMMITTEE REPORTS:

Finance Committee: Debbie Cella

Debbie reviewed the November Balance Sheet and Income Statements for both the year to year comparison and the year to date vs. projected budget comparison. Debbie reported that the Library remains in an overall healthy net position. The 2022 operational budget was presented to the Township and approved as submitted.

PRESIDENT’S REPORT: Phil Goldsmith

Phil Goldsmith reported that Zoning Appeal stipulation was approved 5-4. The Zoning Board will meet with Library Liaison Commissioner to advance the zoning boards requirements.

DIRECTOR’S REPORT: Sukrit Goswami

Library News

- Annual Appeal began on November 18, and we are already ahead of last year’s campaign at the same time. Our campaign to date is over \$17,000.
- We have 2 new Library Assistants beginning in the Circulation department in January 2022.
- We will be bringing back our Library Amnesty Day or possibly a week in February 2022 since that is ‘I Love Libraries Month’.
- We met our new Commissioner and Commissioners-Elect where we updated them on the library affairs including the mission and vision of the library.

- Staff annual evaluations are progressing smoothly. I believe this entire process will be completed before the holiday season.
- A Plan for slowly beginning in-person programs is set in place. Reference department is hosting Library’s first in-person program on January 12. The program will be called “Tech Time with a Librarian”. This program will be taught by our Reference Librarian, Amanda Folwell who will be leading a discussion about using new devices and new technology, along with teaching to utilize library’s resources like Libby and Hoopla to our attendees.
- Our security camera system is no longer supported by the company that installed it. It is still functioning, but we are unable to do any updates or perform upgrade on this system anymore.
- We have had multiple incidents where middle-schoolers have been involved in harassing the library staff, using graffiti, and leaving inappropriate materials (anti sematic drawings, homophobic drawings, drawings of inappropriate body parts, etc.) in the building.
 - We also met with the middle school principal, Dan Horan and are in constant touch with our Township Manager, Dave Burman and have requested police presence at the Library.

Library Statistics

	Nov 2020	Nov 2021
Annual Appeal (Campaign to date and YTD)	\$13,001 (11/18/20-12/10/20) \$21,782 (1/1/20-12/10/20)	\$17,023 (11/18/21-12/10/21) \$32,954 (1/1/21-12/10/21)
Patron Visits to the Library	7,394	9,280
Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL)	3,177	3,649
Number of Physical HA Items Checked Out	14,066	14,260
Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	6,092	5,478
Youth Programs Hosted	Virtual: 48	Virtual: 18 In-Person: 11
Total Youth Programs Attendees (Including Virtual formats Facebook, YouTube, Zoom and Instagram)	Facebook/YouTube views: 1,139 Zoom: 4	Facebook Reach: 2984 FB Engagement: 31 FB Views: 47 Instagram Views: 99 Zoom: 5 Youtube: 86
Adult Programs Hosted	Virtual: 19	Virtual: 14 In-person: 3
Total Adult Programs Attendees (Virtual formats including Facebook, Zoom and YouTube**)	Facebook Reach: 2,530 Engagment:198 Zoom: 89 Youtube: 11	Zoom: 119 Youtube: 183 In-person: 30 Podcast Listens: 18
Total Programs	Virtual: 67	Virtual: 32 In-Person: 14

Items Added to Collection	Adult: 14 YSD: 112	Adult: 400 YSD: 124
Reference Inquiries	Virtual: 539	Virtual: 7 In-Person: 182
New Library Cards Issued	41	109

*In Nov 2021 Adult Programs no longer posted to Facebook

**In Oct 2021 Adult programs began posting directly to YouTube instead of Facebook.

Note: Difference between engagement, reach and views in Facebook. Engagement includes a like, share or comment, Reach includes scrolling past post on page, Views include watching the video in entirety or part.

FRIENDS LIAISON REPORT: Jim Brown

Jim Brown stated there was no Friends Meeting in December.

NEW BUSINESS: None

OLD BUSINESS: Board had no changes to Proposed 2022 Budget and it is approved from the September 2021 meeting.

EXECUTIVE SESSION: Entered at 7:48 pm to discuss Personnel matters.

The meeting was adjourned at 8:45 PM.