

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

DATE: January 19, 2022

ATTENDING: Phil Goldsmith, President
Margaret Fox-Tully, Vice-President
Debbie Cella, Treasurer
Alyce Callison, Secretary
Jim Brown, Trustee
Scott Lowe, Trustee
Deb Morley, Trustee
Sukrit Goswami, Director
Donna Reeves, Staff
Julie Schultz, Staff

EXCUSED: None

PUBLIC: Judy Trombetta, Commissioner; Emily Woodward

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

PUBLIC COMMENT: Phil welcomed all attendees and the new Board Member Deb Morley. Phil requested she introduce herself to the group. Deb stated she has over 25 years of experience working in higher education in academic library and information technology positions. Her experience includes leading library technology initiatives, participating in all aspects of library renovation projects, reimagining user services, managing change, mentoring staff, library leadership and library administration. She has been serving as the Director of the Wolfgram Memorial Library at Widener University since July 2018. She has also held positions at other academic libraries in the area including Drexel University Libraries and University of Delaware Libraries since moving to Pennsylvania from the Boston area with her wife, Gina, in 2013. She stated her commitment to understanding the diverse needs of the Haverford Township community and the challenges that the Township faces in meeting those needs as she contributes to the important work of the Board. She looks forward to collaborating and serving on the Library Board and thanks the Board Members for their warm welcome.

APPROVAL OF MINUTES: **Motion:** To approve the minutes of the December 15, 2021 Board Meeting. Proposed by Jim Brown 2nd by Scott Lowe. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Debbie Cella

Debbie Cella reviewed the December 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 Board commended Sukrit Goswami for his integral role in the Library's financial oversight during this period of the pandemic.

The Finance Committee will meet with the new Board Member, Deb Morley, and the new Commissioners, if interested, to review the Library's budget and building project.

PRESIDENT’S REPORT: Phil Goldsmith

Phil Goldsmith reported that Township Commissioners requested reports on the past library building studies and finances regarding renovation to get up to date on that information since we have three new Commissioners. We have also received the clearance of Zoning Board with stipulations to be completed to expand at current location.

Judy Trombetta stated that the new Commissioners are interested in the building information so they will be informed when exploring every opportunity as expeditiously as possible to do something special with all the information available.

Resolution to acknowledge Madeline O’Fria’s 6 years of service to the Library Board of Trustees was approved to state: The Board of Trustees, Staff, and Friends of the Haverford Township Free Library would like to express their heartfelt thanks to Madeline O’Fria for her six years of service as a Library Board of Trustees member. We are immensely grateful for Madeline’s dedication to the Library, especially in her role as Secretary of the Board for four years in addition to her fundraising for both the Dewey Decimal Dash and the Gala. The saying goes that “Madeline knows everybody in Haverford Township.” That is close to being true as she has formed many connections through her decades of living and raising children in Haverford Township, her work as a realtor, and her service to community organizations like the Library. HTFL is so thankful for her connections, knowledge of our community, and tireless work. We thank her for all she has done for the Library and wish her well.

DIRECTOR’S REPORT: Sukrit Goswami

Library News

- On behalf of the Library staff I would like to welcome our new Board of Trustee, Deb Morley.
- We are pleased to add four new Library Assistants, Jennifer Broadie, Maria Flaherty, Michael Mucchetti, and Wendy Gale to the Circulation department this month. We welcome them as they join the Haverford Township Free Library staff.
- In support of the American Library Association’s initiative “I Love Libraries”, we will be bringing back our Fine Amnesty Week from February 14-February 20. That week, the library will waive all late fees on Haverford Township Free Library’s material. The goal of the program is to recover outstanding items and welcome back patrons whose access to library materials has been impeded by overdue fines.
- I will be attending the ALA Conference, The Library Learning Experience (Lib Learn X) from January 21-24 virtually. I am able to attend this conference at no charge because I was part of the program selection committee for Lib Learn X.
- As we reported in the last month’s report; we have had multiple incidents where middle school children have been involved in harassing the library staff, using graffiti, and leaving inappropriate materials (anti-Semitic drawings, homophobic drawings, drawings of inappropriate body parts, etc.) in the building.
 - The Township Police department assigned a detective to investigate this matter. He spoke with us along with the Middle School Principal, and the parents of involved middle school students.
 - Since December 20th, we have not encountered these incidents, and these particular students have not been seen on the library's premises.

- We have recently expanded our technology collection with the addition of 5 new Chromebooks and 6 new Android tablets. A Mobile Device Management (MDM) service will be added to each new device. This service provides locking protections and deletes all prior user history. The addition of these new devices brings our technology collection total up to:
 - 55 hotspots
 - 8 Roku's
 - 8 Chromebooks
 - 51 Adult e-readers
 - 49 Kids e-readers & Fire tablets
 - 6 Android Tablets
- Our Holiday Window Display received an Honorable Mention by the Haverford Partnership for Economic Development voting committee.
- The Friends' volunteers Book Bundles event for holiday gifts was a success again this year with 86 bundles being purchased which raised \$818.
- The remote Book Drops at Haverford YMCA and the Haverford CREC are being used heavily by patrons which is indicated by the statistics in the chart below.
- The annual universal service Schools and Libraries Program - commonly known as E-Rate has been successfully filed for fiscal year 2022/2023. This program provides us with a 40% discount on the Library Wi-Fi internet service.
- We have worked with Spidernet, our technology service provider to deploy Endpoint Detection and Response (EDR) software on library owned network server, desktops, and laptops to address possible exploits, vulnerabilities, and exposures. We decided to add this additional protection to make our library network and our machines more secure.
- The burner on the library's boiler system is leaking oil and in need of repair. Johnson Controls, who manages our HVAC systems has informed us that many of the boiler parts are now obsolete due to age. We are researching to determine if repairing the burner parts is a viable option or if we will need to replace the entire burner to resolve the issue.
- One of our long-time Library Cleaners has passed. During this time, we have contracted with the cleaners used by Haverford Township to take care of the daily cleaning needs at the Library on a weekly basis.
- Adult Programs: Upcoming Adult Programs for January and February will include 'self-care' themes. Self-Care Cubes have been created by staff with items to relax and unwind, and have been enthusiastically received by patrons. In addition, a new 12-month program, Self-Care Book Club, has been so popular that additional copies of the January title were ordered and the book club is already full. To further promote this theme, a program on *Uncluttering and Home Organization* is scheduled on Jan. 31 at 7pm via zoom. The plan for in-person Adult programs has been postponed. *Tech Time with a Librarian*, a program to discuss technology with patrons using new devices and library resources that was originally scheduled for this week will be re-evaluated for a future date.
- Youth Services Programs: The Youth Services Department is hosting MLK story times this month and will be highlighting Black History month in February. The staff have created great in person activities that include a life-size Candy Land game, which has been very popular with our young patrons. We are also providing *The Take & Make Bags* and *Movie Bags*, which are highly sought after by parents and children alike. The staff is also planning Groundhog's Day activities with shadow matching on Feb 2.

Library Statistics

	Dec 2020	Dec 2021
2022 Annual Appeal (Campaign to date and YTD)	\$ 36,525 (11/18/20-1/14/21) \$720 (1/1/21-1/14/21)	\$34,185 (11/18/21-1/14/22) \$1,734 (1/1/22-1/14/22)
Patron Visits to the Library	In Library: 3,669 Curbside: 661	9,209
Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL)	3,398	3,349
Number of Physical HA Items Checked Out	11,636	13,152
Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	6,350	5,642
Youth Programs Hosted	Virtual: 36	Virtual: 12
Total Youth Programs Attendees (Including Virtual formats Facebook, YouTube, Zoom and Instagram)	Facebook Reach: 13,357 Engagement: 198 Zoom: 112 Youtube: 69	Facebook Reach: 2,532 FB Engagement: 19 FB Views: 615 Instagram Views: 38 Youtube: 32
Adult Programs Hosted	Virtual: 16	Virtual: 12 In-person: 1
Total Adult Programs Attendees (Virtual formats including Facebook, Zoom and YouTube)	Facebook Reach: 2,666 Engagement: 206 Zoom: 61 Youtube: 69	Zoom: 103 Youtube: 50 In-person: 4 Podcast Listens: 25
Total Programs	Virtual: 52	Virtual: 24 In-Person: 1
Items Added to Collection	Adult: 348 YSD: 152	Adult: 1022 YSD: 638
Reference Inquiries	Virtual: 151	Virtual: 5 In-Person: 188
New Library Cards Issued	52	64
YMCA Book Drop Use*	Items: 117 Patrons: 51	Items: 139 Patrons: 63
CREC Book Drop*	Items: 108 Patrons: 46	Items: 324 Patrons: 112

*Dec 2020 Remote Book Drops were closed due to pandemic, so these stats compare Nov 2021 to Dec 2021.

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 that Friends are beginning their membership drive through social media, their website and a direct mailing. The website also has new software that is user friendly and the membership form is again online. After the most recent book sale, Friends will donate 200 boxes of books that are not sellable to a Bucks County church. They are currently planning for the Spring Book sale fundraiser with the many gently used books received. All monies raised will be used to support the library needs and the renovation. They also welcomed a new Member, Jamie Hawthorn, to the Friends Board.

NEW BUSINESS:

The Board of Trustees have annual policy statements that need to be signed at the beginning of each year and returned to the Library administration.

Phil suggested staff research creating a policy for staff that observe a patron searching objectionable content such as building weapons or ammunition. He suggested that the policy may include steps staff would need to take to it to a higher level.

Judy Trombetta is excited to support Library efforts. She along with Library Committee Chair, Sherry Forste-Grupp, Vice Chair, Laura Cavender, and fellow member Kevin McCloskey are eager to support the library building project.

OLD BUSINESS: None.

EXECUTIVE SESSION: None

The meeting was adjourned at 7:44 PM.