

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

DATE: February 16, 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
Amy Moskovitz, Staff
Julie Schultz, Staff

EXCUSED: None

PUBLIC: Sheryl Forste-Grupp, Commissioner

The meeting was called to order by Phil Goldsmith at 7:01 PM.

PUBLIC COMMENT: None

APPROVAL OF MINUTES: **Motion:** To approve the minutes of the January 19, 2022 Board Meeting. Proposed by Scott Lowe 2nd by Debbie Cella. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Debbie Cella

Debbie Cella reviewed the January 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 on par in its net position.

PRESIDENT'S REPORT: Phil Goldsmith

Phil Goldsmith welcomed our new Township Commissioner and Library Committee Chair, Sheryl Forste-Grupp, to the meeting. Phil reported that a public notice should be published for March Library Board of Trustees meeting to be held on the fourth Wednesday next month on March 23.

DIRECTOR'S REPORT: Sukrit Goswami

Sukrit introduced Amy Moskovitz, Reference Manager, to inform the Board of programming and events in the Teen Department. Sukrit reported on the Library News and Statistics.

Library News

- With Valentine's Day this week, we have received a lot of 'Library Love Notes' from patrons on our HTFL Banner near the Circulation desk. I would like to invite you to stop by and add your personalized note.
- Pennsylvania Public Library Annual Report portal, LibPAS, is now open. The Library will submit the annual report and supporting documentation in the beginning of March.
- The Township sent their HVAC contractor, The Tustin Group, to the Library for a second opinion on the Boiler maintenance needs. We will share that information with the Board once received.

- Children Librarian position has been posted on the Library and County websites as well as the Library Associations in the tristate area.
- Fine Amnesty Week began on Monday and is being widely received by our patrons. We will be able to share statistics with you next month.
- Our Reference and Youth Services staff have created beautiful displays on both floors. These displays celebrate this year’s national theme of Black History Month, which is “Black Family: Representation, Identity, and Diversity” in various disciplines such as history, anthropology, literature, sociology, and the arts.
- The adult program on Clutter Control with Darla DeMorrow was very popular with nearly 80 participants on Zoom. This program is available on the Library Youtube page for viewing anytime along with many other past programs.
- In the adult collection there are 14 new Book Club In a Bag (BCIB) selections added within the past 3 months. The Reference Department has been advertising their BCIB service so that more local groups will be able to begin their own book clubs. The website is also updated with all our current selections.
- In the Youth Services Department there is a new Tween Book Club program starting next month for 8-12 year old children. The first selection for March will be ‘*Love Sugar Magic*’ by Anna Mariano and the book club already has 8 participants.
- The Youth Services Department is also starting a Teen Banned Book Club for grades 9-12. This club will meet monthly via zoom, and the monthly book selections will be chosen in partnership with the Teens.
- I am pleased to report that we will begin in-library programming starting in March.
 - The Reference Department has planned two programs
 - Friday Movie Matinee: *Belfast*
 - A screening of the Oscar-nominated film *Belfast* followed by discussion among attendees. It will be held on Friday, March 25 at 1pm in the Community Room.
 - Tech Time with Reference Librarian
 - An hour of tech demonstrations and ‘Q and A’ with our Technology Librarian will be held on Tuesday, March 29 at 7pm on the 1st Floor in the Old Bank Building.
 - The Children’s Department and Teen Department will be offering in-library programs including baby and toddler story-times, starting in March as well.
 - The Youth Services Staff is continuing to meet the children and teen needs with various storytimes, take and make crafts, and social media content. The department also posts reels on Instagram and Tik-Tok to engage the teens, and one Tik-Tok post received 275 views.

Library Statistics

	Jan 2021	Jan 2022
Annual Appeal (Campaign to date and YTD)	\$40,330 (11/18/20-2/11/21) \$4,525 (1/1/21-2/11/21)	\$35,940 (11/18/21-2/11/22) \$3,389 (1/1/22-2/11/22)
Patron Visits to the Library	Curbside: 2,197	In-person: 7,837
Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL)	2,744	3,558
Number of Physical HA Items Checked Out	7,183	13,486

Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	6.842	6,236
Youth Programs Hosted	Virtual: 41	Virtual: 9
Total Youth Programs Attendees (Including Virtual formats Facebook, Zoom, YouTube, Tik Tok and Grab & Go activities: Take & Makes and Movie Bags)	Facebook Reach: 7,804 Engagement: 146 Views: 1,458 Zoom: 2 Youtube: 18	Facebook Reach: 1,964 Engagement: 20 Views: 451 Youtube: 84 Tik Tok Views: 275 Grab & Go participants: 79
Adult Programs Hosted	Virtual: 20	Virtual: 19
Total Adult Programs Attendees (Virtual formats including Facebook, Zoom, YouTube, Podcasts, and Grab & Go activities: Self Care Cubes)*	Facebook Reach: 1,813 Engagement: 146 Views: 698 Zoom: 131 Youtube: 74	Zoom: 225 Youtube: 42 Podcast Listens: 18 Grab & Go participants: 40
Total Programs	Virtual: 61	Virtual: 28
Items Added to Collection	782	765
Reference Inquiries	310	256
New Library Cards Issued	54	84

*Reference did not post any programs to Facebook in Jan 2022.

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

FRIENDS LIAISON REPORT: Jim Brown

Jim Brown stated that Friends are continuing their membership drive receiving over 25 renewals so far this year and following up with Welcome Packets. All 200 boxes of items being donated to Bucks County Church have now been picked up from Library. Dates for the Spring Book Sale and other local restaurant fundraisers are being discussed. An Audit Committee is being formed for the Friends Annual Audit Report due in April.

NEW BUSINESS: NONE

OLD BUSINESS: Social Media Policy updates will be made with input from Board and staff. Behavior Policy includes internet searches so additional Internet Policy not pursued at this time.

EXECUTIVE SESSION: Personnel Matters

The meeting was adjourned at 8:14 PM.