

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

DATE: March 23, 2022

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

EXCUSED: Jim Brown, Trustee  
Sukrit Goswami, Director

PUBLIC: Sheryl Forste-Grupp, Commissioner; Emily Woodward

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 February 16, 2022 Board Meeting. Proposed by Scott Lowe 2<sup>nd</sup> by Deb Morley. Unanimously approved.

**COMMITTEE REPORTS:**

**Finance Committee:** Debbie Cella

Debbie Cella reviewed the February 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 a good cash position.

Debbie reported that Annual State Report has been submitted to County. The State Report is used by the County and State for statistical purposes. The Annual Audit is underway with a final report due to the township by May 15. The Finance Committee will share a draft of the Audit with the Board at the April Meeting.

**PRESIDENT'S REPORT:** Phil Goldsmith

Phil Goldsmith welcomed Sheryl Forste-Grupp, Commissioner, to the meeting and invited her to speak. Sherry stated that the Commissioners thank the Board and Staff for all their efforts during pandemic to have library materials accessible to the public. She continued that the Commissioners are working to make decisions as expeditiously as possible while being strong proponents of the Library.

Phil reported that the Keystone Grant was awarded to Haverford Township Free Library in the full amount of \$750,000. Director will meet with Township as the official grantor to work on issues for acceptance. Phil continued that the RACP Grant will be discussed concurrently for same issue.

Phil requested Donna Reeves update the Board on the boiler repairs at the library. Donna reported the Johnson Controls technicians were on site March 22 to make repairs on the boiler's

burner parts. In the process of turning the boiler system back on the technicians discovered there was a “hotspot” on the side outer casing of the boiler – indicating a leak. Because this is considered to be a carbon monoxide and/or fire hazard - the boiler system was turned back off and remained off overnight. The technicians returned on March 23 to assess the breached area, they determined that they were able to patch the rope seal and did so, without any complications. This temporary measure was taken to get us to the end of the heating season – which is usually at the end of April to the middle of May. The technicians monitored for carbon monoxide and determined there was none. Johnson Controls will propose options for repair and/or replacement for the Library and Township’s consideration.

## **DIRECTOR’S REPORT:** Sukrit Goswami

### Library News

- The Library, in partnership with the Township, has been successfully granted the 2021 Keystone Recreation, Park and Conservation Fund grant for \$750,000 to fund the Library project. Only four libraries received the full amount of funding available. We were commended by Susan Banks, Acting Deputy Secretary & State Librarian for preparing an excellent application.
- We have successfully submitted our Annual State Report on Friday, March 18 to DCL. They have reviewed and approved. A copy of the State Report is shared on the Dropbox for your review.
- After acquiring a second opinion, the Township has approved that the Library’s required boiler maintenance repairs would be performed by Johnson Controls. The repairs have begun and will be completed this week.
- This month, we welcomed Ian Dykstra, as our newest Library Assistant in the Youth Services Department. Ian is enthusiastic about gaining hands-on experience working with our patrons, and to learn the daily operations of the Library.
- Our Fine Amnesty Week held in February was a success. We had 188 patrons take the opportunity to save over \$1,100 on overdue Haverford materials. Many expressed their gratitude to have this occasion to use the Library and resolve their outstanding accounts.
- As voted on at the February DCL Trustees meeting, DVD fines have decreased for all Delaware County libraries for adult and juvenile departments to .25 and .10 cents, respectively. This decision was made in order to provide fine and fee consistency for print, audio and visual materials.
- National Library Week will be celebrated on April 3-9. We are planning many events for that week, including stuffed animal sleepovers, pop-up storytimes and mobile book carts at local venues.
- The DCL Mobile App discussed at the February DCL Trustees meeting will be live in the App Store during National Library Week. The staff have received beta app training from DCL to customize the app with our Library logo and allow staff to test the new features before it is available for patrons in April.
- Displays throughout the Library have fantastic themed materials in the Adult and Youth Service departments with topics including: Banned Books, Women’s History, March Madness as well as many others. Patrons express much interest in checking out these materials in March.
- We have recently updated the Library-led Book Groups on our website. To discover and peruse our latest selections click on <https://haverfordlibrary.org/books/book-groups> for the Adults and <https://haverfordlibrary.org/events/teen-events/join-a-cool-new-book-club-today> for Tweens and Teens.
- We are happy to announce the launch of Adult and Youth Services in-person programming at the Library. It all began on March 7, when our teens and tweens were invited to stop by the Hub after school to participate in a daily gaming time. On March 18, we held our first children’s story time in two years in the Community Room with 11 delighted participants. In partnership with the Philadelphia Magic Garden, we hosted a

Mosaic Tile making event on March 21 with 30 participants. This event can be viewed on the Library's Youtube channel, along with our Library Magic Gardens Live Zoom event held on March 15 with 25 participants. On Friday, March 25, we will kick off a 6 week series of Oscar nominated movie screenings by hosting a matinee of the Oscar nominated *Belfast* for 20 participants with an encore viewing on Saturday.

- Save the Date - for the Friends Spring Book Sale scheduled for May 14. The Friends are looking forward to the return of this great outside spring event.

## Library Statistics

|   | Feb 2021   | Feb 2022   |
|---|--|--|
| Annual Appeal (Campaign to date and YTD)  | \$40,875<br>(11/18/20-3/15/21)<br>\$5,070<br>(1/1/21-3/15/21)                      | \$37,320<br>(11/18/21-3/15/22)<br>\$4,269<br>(1/1/22-3/15/22)                                  |
| Patron Visits to the Library  | Curbside: 2,074  | In-person: 8,775   |
| Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL)       | 5,921  | 3,699  |
| Number of Physical HA Items Checked Out   | 7,093  | 14,598   |
| Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)             | 6,463  | 6,077  |
| Youth Programs Hosted   | Virtual: 29  | Virtual: 8   |
| Total Youth Programs Attendees (Including Virtual formats Facebook, YouTube, Zoom and Instagram*) | Facebook Reach: 4,409<br>Engagement: 116<br>Views: 761<br>Youtube: 38<br>Zoom: 2   | Facebook Reach: 1583<br>FB Engagement: 14<br>FB Views: 288<br>Youtube: 25<br>Tik-Tok Views: 98 |
| Adult Programs Hosted   | Virtual: 22  | Virtual: 20  |
| Total Adult Programs Attendees (Virtual formats including Facebook, Zoom and YouTube*)            | Facebook Reach: 1,597<br>Engagement: 154<br>Views: 588<br>Zoom: 152<br>Youtube: 12 | Zoom: 176<br>Youtube: 79<br>Podcast Listens: 10  |
| Total Programs  | Virtual: 51  | Virtual: 28  |
| Items Added to Collection   | Adult: 260<br>YSD: 179   | Adult: 339<br>YSD: 150   |
| Reference Inquiries   | Virtual: 145   | Virtual: 4<br>In-Person: 183   |
| New Library Cards Issued  | 32   | 113  |

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.

\*Adult Programs did not post programs on Facebook and Youth Programs did not host programs on Zoom in Feb 2022.

**FRIENDS LIAISON REPORT:** NONE

**NEW BUSINESS:** NONE

**OLD BUSINESS:** NONE

**EXECUTIVE SESSION:** Personnel Matters

**The meeting was adjourned at 8:10 PM.**