

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

DATE: April 20, 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: Sheryl Forste-Grupp, Commissioner; Laura Cavender, 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 March 23, 2022 Board Meeting. Proposed by Scott Lowe, 2nd by Alyce Callison. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Debbie Cella

Debbie Cella reviewed the March 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.

The Annual Audit is nearly complete. The document will be shared with the Board next week. The final report is due to the township by May 15, 2022.

PRESIDENT'S REPORT: Phil Goldsmith

Phil reported that the May Annual Association Meeting may be either in-person or virtual next month. The Board will be more confident with an in-person meeting if masks were required by all attendees to the annual meeting. The Library will be able to provide KN95 masks to all participants to the Association Meeting.

DIRECTOR'S REPORT: Sukrit Goswami

Library News

- Staff thanks the Board of Trustees for the Staff Annual Appreciation gift.
- All public computers are now available for patron use, and our meeting rooms are open for in-house library programs.
- Reference and Youth Services Department in-person programming has started off very well with the story times and movie matinees being held in the Community Room for a limited number of attendees. The departments are continuing to expand in-person programs with these events:

- Children Storytimes continue on Fridays in the Community Room for registration to capacity each week with up to 15 families.
- Stories Under the Trees at local parks will begin off-site on May 2nd and continue every Monday and Thursday through August.
- Cookbook Club was held offsite at the CREC this month with 20 people attending
- Friday Movie Matinees in April have been popular. The Oscar-nominated films *King Richard* and *Encanto* both had the maximum number of participants with 20 attending. The films featured the next two Fridays will be *Raya and the Last Dragon*, and *Flee*.
- Tech Time with Librarian will be held in person on April 27 at 5:30pm at the 1st Floor Reference Desk. Our Reference Librarian will be training patrons this month on the newly released DelcoReads App for mobile devices.
- After two years we are restarting our popular Book a Librarian service. This week our Reference staff will schedule one-on-one time with patrons for more in-depth tutoring sessions.
- Books on Tap book club was held at Crossbar on April 19 at 7 pm with 9 participants
- QPR Training for the community in partnership with the YMCA, Haverford Rotary, Township Recreation Department, and the Haverford School District will be held in May at the school auditorium to discuss mental health awareness. This is an important program for the community, so please assist in getting the word out for the training that is funded through the Trent Stetler Memorial Foundation.
- Film Screening at Merwood Park of the Haverford High School student directed film, *Engram*, will be held on Thurs, May 26 at 8:30pm. This short film, which was partially filmed at our Library, has been nominated for an international high school film award and is a Kelly Center grant recipient.
- The Reference Department has many great book displays in the Library to match the monthly and seasonal themes. The current displays are for Poetry Month and the Ukraine crisis. An additional display includes Staff Picks; in which the library staff enthusiastically participate by sharing their favorite book, DVD, music CD, or audio book for this display. We also encourage the board members to participate by sharing your favorite picks. To participate, please stop by the reference desk or email reference@haverfordlibrary.org with your selection and we will be adding your suggestion on to the display with your name.
- Annual Appeal letters are handed out to patrons at the Circulation desks, in addition the letters will begin to be handed out at all our in-person programs and outreach events.
- Prom Dress and Suit Exchange has returned for the spring season with many donations from the public. We have expanded the option of suits to be donated for those students who would benefit from it. Haverford High School has partnered with us to promote and advertise this offering in their in school announcements.
- During National Library Week the county launched their new DelcoReads App for patron use through their smartphones or tablets. Our Library is in the process of training our entire staff so that we are able to assist and train our patrons on this new technology.
- The Friends' of Haverford Township Free Library have been working diligently to prepare for their Spring Book Sale. It will be held outside the Library on Mill Road on May 14 from 10am-4pm with a plan for use of the Community Room if it rains.
- Library Heating System:
 - Johnson Controls (JCI) has temporarily repaired the fireside fuel gas leak on the Library's boiler in March. JCI representatives then returned to assess the system and determined that a complete replacement of the boiler and burner *or* a repair of the

boiler tank sections with the fireside fuel gas leak is in the imminent future. JCI has notified the Library and the Township that running the boiler after this heating season ends in May, would be a great safety liability to the staff and public.

- We received a proposal from Johnson Controls to replace the boiler and burner in the amount of \$106,455. The proposal for the new boiler burner is for a dual fuel option (Gas & Oil). In addition there is also a need to disassemble the boiler sections and remove the asbestos rope gaskets. This will incur an added estimated cost of \$7,700. This information has been shared with the Township.
- We are also waiting for Johnson Controls to forward a proposal for the repair of the boiler sections. They have advised us that the repair will be costly and that the proposal will not include the additional costs for the asbestos abatement and/or any damages incurred from disassembling the boiler sections which have been in place for over 45 years. Once this proposal is received it will also be shared with the Township.
- Library Cooling System: Johnson Controls has performed their annual maintenance on our cooling system in preparation for the switch over to air conditioning. During this process they found that the hot water pump that was replaced in March 2021 ceased due to a buildup of mineral deposits in the water. They were able to remedy this issue and the pump is working, and the cooling system is in functioning order.

Library Statistics

	Mar 2021	Mar 2022
Annual Appeal (Campaign to date and YTD)	\$42,114 (11/18/20-4/15/21) \$6,309 (1/1/21-4/15/21)	\$38,069 (11/18/21-4/15/22) \$5,019 (1/1/22-4/15/22)
Patron Visits to the Library	Curbside: 2,455	In-person: 8,736
Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL)	2,859	4,065
Number of Physical HA Items Checked Out	7,898	16,139
Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	6,234	5,845
Youth & Teen Programs Hosted	Virtual: 47	Virtual: 8 In-person: 24
Adult Programs Hosted	Virtual: 25	Virtual: 22 In-person: 2
Total Programs	Virtual: 72	Virtual: 29 In-Person: 24
Items Added to Collection	Adult: 221 YSD: 0	Adult Ordered: 419 Adult Processed: 351 YSD Ordered: 235 YSD Processed: 239
Reference Inquiries	172	226

New Library Cards Issued	31	129
--------------------------	----	-----

FRIENDS LIAISON REPORT: Jim Brown reported that the Friends' of the Library membership is increasing since the emphasis on recruiting new members began this year after a two-year break due to Covid. The Spring Book Sale is scheduled for next month. Friends' will also look into another restaurant fundraiser. The Friends' of the Library audit is currently being done and will be reported at the next meeting.

NEW BUSINESS: The RFP for a Cleaning Service contract for the Library has been sent out and shared on our website.

OLD BUSINESS: NONE

EXECUTIVE SESSION: NONE

The meeting was adjourned at 7:46 PM.