

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

DATE: July 20, 2022

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

EXCUSED: Jim Brown, Trustee

PUBLIC: Anny Laepple, Asst Director and District Consultant for DCL; Ken Matthews  
Construction Manager for CBD; Alexis Pasternak, Hannah Campbell, Lauren  
Pilotti, Todd Hall, Fran McCue

The meeting was called to order by Phil Goldsmith at 7:03 PM.

**PUBLIC COMMENT:** NONE

**APPROVAL OF MINUTES:** **Motion:** To approve the minutes of the June 14, 2022  
Board Meeting. Proposed by Scott Lowe, 2<sup>nd</sup> by Deb Morley. Unanimously approved.

**DELAWARE COUNTY LIBRARIES REPORT:** Anny Laepple  
Anny Laepple, Assistant Director and District Consultant of DCL wanted to introduce herself to  
all Board of Trustee members and describe role specifically as the District Consultant. The role  
of the 29 District Consultants in Pennsylvania is to be a liaison with the Office of  
Commonwealth Libraries (OCL). OCL maintains the district standards that are part of the law  
and regulations from the state. The standards ensure equity of access for patrons. DCL has  
adopted a new 5-year Strategic Plan which honors the countywide goals as well as the  
community needs of our member libraries.

**COMMITTEE REPORTS:**

**Finance Committee:** Debbie Cella

Debbie Cella reviewed the June 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.

**Building Committee:** Scott Lowe

Scott reported the committee has two resolutions to discuss with Board members in relation to  
change orders and cost proposals for upcoming renovation and addition of Library. The  
committee has met with Township officials to review resolutions and they were considered well  
within range for a project of this magnitude.

**Bernardon Resolution:** The Haverford Township Free Library Board of Trustees propose to  
approve the change order provided by Bernardon PC Amendment #10 Revision 2 proposal,  
dated June 29, 2022 - for full design services which include architectural, interior design,  
FF&E, structural engineering, mechanical/electrical/plumbing/fire protection engineering,  
IT/AV/security engineering, and cost-estimating services. This change order includes updated

costs of \$445,860, plus a \$15,000 allowance for services associated with obtaining approvals from Authorities Having Jurisdiction. The balance of \$138,352 from the previously approved original agreement will be added for total costs not to exceed \$599,212.

**Motion:** To approve the Bernardon PC Amendment #10 Revision 2, dated June 29, 2022 change order for additional architectural, engineering, and cost estimating services to modify and complete the construction documents and provide bidding and construction related services for the renovation of, and addition to the Haverford Township Free Library located at 1601 Darby Rd, Havertown, PA 19083 for total costs not to exceed \$599,212. Proposed by Margaret Fox-Tully, 2<sup>nd</sup> by Debbie Cella. Unanimously approved.

**CBD Resolution:** The Haverford Township Free Library Board of Trustees propose the continuation of engaging with C.B. Development Services, Inc. by approving contract dated July 20, 2022 for Owner's Representation services which include pre-construction, construction, and closeout phases, with updated rates for total costs not to exceed \$563,250.

**Motion:** To approve the continuation of engaging with C.B. Development Services, Inc. for Owner's Representation services for the pre-construction, construction, and closeout phases during renovation of, and addition to the Haverford Township Free Library located at 1601 Darby Rd, Havertown, PA 19083 with contract dated July 20, 2022, at its updated rates for total costs not to exceed \$563,250. Proposed by Deb Morley, 2<sup>nd</sup> by Margaret Fox-Tully. Unanimously approved.

#### **PRESIDENT'S REPORT:** Phil Goldsmith

Phil reported that during the library power outage last week the Township was a huge help in cooperating with PECO, Director and staff to resolve issue as expeditiously as possible.

Phil reported that we will schedule the first meeting to complete the design for the renovation and addition with the architect. Also, the next steps for the Library to prepare for renovation and addition is to locate alternate space to provide library services while the current location is under construction.

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

##### Library News

- Summer Reading Club (SRC)
  - Adult Summer Reading Club currently has 91 participants that have registered. The bi-weekly drawings are posted on social media for gift cards to local businesses and the Grand Prize winner will be posted on August 13 for a beach bag full of fun items including a Kindle eReader.
  - Teen Summer Reading Club has 58 participants who have been able to pick up popular titles when they registered. They are also entered in bi-weekly gift card drawings when they return with their weekly book reviews.
  - Elementary and Family Reading Clubs have 294 participants registered. They have enjoyed receiving their brag tag badges with each 100 minutes that are read weekly; as well as additional prizes for the in-library seek and find games.
- Outreach
  - The Library participated in the Heritage Festival at Nitre Hall in which 250 attendees visited the Library table. The next community event the Library plans to attend is the Haverford Township Music Festival on August 27.

- The Pennsylvania Library Association's PA Forward Gold Star status for our Library continues to be marketed in all five literacies (Basic Information, Civic and Social, Health, and Financial) using the PA Forward logo on our program flyers, as required.
- Adult Programming
  - The Sounds of Summer event series has been very popular in the community with 75 attendees at the June event and 125 attendees at the July event. The final concert will be held on Friday, August 5 at 7:30pm with the popular Bluegrass band, Hillbillies of Cohesion, at Merwood Park.
  - A Gender-Expansive Parenting Panel event was well attended with 57 participants able to listen and interact with the 5 person panel who hold expertise in their fields.
  - The Family Drumming Circle annual program had 39 participants for its popular summer jam led by drummer Tony Flagiello.
- Youth and Teen Programming
  - Our popular *Stories Under the Trees* events continue to draw many families with an average of 30 participants joining us at local parks each Monday and Thursday.
  - The Library's in-person storytimes occur on Wednesday evenings during the Pajama Story Time and Friday mornings at Family Story Time with an average of 15 participants in attendance respectively.
  - Summer Craft Nights have also been fun for families with an average weekly of 18 attendees. Participants create ocean themed crafts to correlate with our Oceans of Possibilities Summer Reading Club theme.
- The Reference Department has created several great book displays this month in celebration of summer. The largest display is for the Adult Summer Reading Club - where patrons may choose a free book just for registering. The other displays include Beach Reads, Grilling and Staff Picks. All Board Members are encouraged to send in their current or classic favorite titles to participate in the Staff Picks display, please stop by the reference desk or email [reference@haverfordlibrary.org](mailto:reference@haverfordlibrary.org) with your favorite titles and we will add your suggestions on to the display with your name.
- The Friends' of Haverford Township Free Library have received more donations than they can process. Hence, they have paused receiving book donations until after the Fall Book Sale. The Fall Book Sale is now being advertised for the weekends of Sep 24 and Oct 1. For more details visit their website at [www.friendsofthehtfl.org](http://www.friendsofthehtfl.org)
- Library Heating System
  - Mechanical Solutions Associates is working with the Township to replace the Library's antiquated Boiler system. The new heating system is expected to be up and running prior to the cold weather in late Fall.
- A power outage occurred at the Library on Tuesday, July 12 around 3:30 pm. Due to this power outage the Library was closed to the public for safety purposes. The Library remained closed all day on Wednesday, and reopened to the public on Thursday, July 14 at Noon. During this outage, the PECO crews continued to work overnight to repair the damage. Thanks to the diligent efforts of the Township this situation was resolved in a timely manner.
- The 2nd floor access to the building was closed to patrons on Monday evening, July 11, 2022 from 6:30 pm- 9:00 pm due to staffing issues. During this time if any patron needed an item from upstairs our staff assisted them accordingly.
- We are sad to report that the Library Assistant, Kirsten Ryan, is leaving her position in order to accept a full time position at a local school district. We wish her all the best.

**Library Statistics**

	<b>June 2021</b>	<b>June 2022</b>
Annual Appeal (Campaign to date and YTD)	\$45,637 (11/18/20-7/15/21) \$9,832 (1/1/21-7/15/21)	\$40,285 (11/18/21-7/15/22) \$7,235 (1/1/22-7/15/22)
Patron Visits to the Library	6,413	10,067
Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL)	4,463	4,688
Number of Physical HA Items Checked Out	19,018	18,324
Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	5,980	6,552
Youth Programs Hosted	In-person: 18 Virtual: 19	In-person: 10 Virtual: 15
Teen Programs Hosted	n/a	In-person: 10 Virtual: 2
Adult Programs Hosted	In-person: 2 Virtual: 26	In-person: 12 Virtual: 14
Total Programs	In-person: 20 Virtual: 45	In-person: 32 Virtual: 31
Items Added to Collection	Adult Processed: 253 YSD Processed: 302	Adult Ordered: 397 Adult Processed: 365 YSD Ordered: 56 YSD Processed: 157
Reference Inquiries (includes inquiries in-person, by phone and on the website chat)	In-person: 173 Virtual: 9	In-person: 157 Virtual: 4
New Library Cards Issued	132	199

**FRIENDS LIAISON REPORT:** None

**NEW BUSINESS:** Anny Laepple, District Asst. Director reported the State Reciprocal Borrowing Grant for 2022-2023 will be phased out over the next three years and reallocated due to the OCL requirement that this district funding to be used for district services.

**OLD BUSINESS:** NONE

**EXECUTIVE SESSION:** NONE

**The meeting was adjourned at 7:44 PM.**