

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

DATE: September 20, 2022

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

EXCUSED: Sukrit Goswami, Director

PUBLIC: Sherry Forste-Grupp, Commissioner; Ken Matthews, CBDSI

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 July 20, 2022 Board Meeting. Proposed by Scott Lowe, 2nd by Debbie Cella. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Debbie Cella

Debbie Cella reviewed the July and August Balance Sheets, 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 Lowe reported C.B. Development Services Inc. has been working with us for two years; and that they have continued to provide good advice and focus on what is important at each stage of the process. The committee recommends the Board formalize the July 20, 2022 C.B. Development Services Inc. contract.

Resolution: The committee proposes that the Library Board approve to formalize the July 20, 2022 C.B. Development Services Inc. contract.

Motion: To formalize the C.B. Development Services Inc. contract. Proposed by Alyce Callison, 2nd by Debbie Cella. Unanimously approved.

PRESIDENT'S REPORT: Phil Goldsmith

Phil Goldsmith commended the department managers by stating that the library remains in good hands while the director is absent.

Phil reported that we will continue to complete the design for the renovation and addition with the architect. He stated it is exciting to see design and scheme options come together with each small but important decision.

DIRECTOR'S REPORT: Reported by Donna Reeves

Library News

- September is Library Card Sign-Up Month - We are celebrating this month by giving patrons who apply for a new library card or renew their current library card an opportunity to win a free Galaxy Tab A7 Reader. So far this month, we have had 140 patrons apply for a new or renewed library card.
- Outreach
 - The Library participated in the Haverford Township Music Festival on Saturday, August 27 in which 196 adults and children visited the Library table.
 - We attended the Celebrate Community event at Haverford College on Friday, September 9 and signed up 45 students with new library cards.
 - Our next outreach opportunity is coming up on Saturday, October 3 at Haverford Township Day. We are inviting the Library Board and Staff to participate in this outreach event by walking in the morning Parade. Also, in the afternoon we will host a table where we will offer free books to children and teens; as well as accept sign-ups for new library card holders.
- Adult Programming
 - Once again, our Sounds of Summer three-part series event was a huge success. We hosted the 7 piece band, Hillbillies of Cohesion for our last concert of the summer held on Friday, September 16 at Merwood Park. This very popular Library three-part series event was attended by 300 enthusiastic members of our community.
 - Our Annual Business Breakfast is tomorrow, Thursday, September 22 from 7:30 - 9am on the first floor of the Library. We currently have 73 participants signed up to attend.
 - The Library's annual Dewey Decimal Dash will be held this year on Saturday, November 5. The After Dash Bash is being held in the Library with activities for adults and children. So far, there are 16 registrants and we have raised \$5,750 in sponsorships.
- The Reference Department has created several great book displays this month; as well as event and program tables. The largest display is for the Adult Take and Make: Mini Masterpieces, where patrons may take a mini canvas and paint. Patrons are encouraged to bring their finished masterpiece back into the Library for display. The other display themes include: Queen Elizabeth, Banned Books, Hispanic Heritage Month and Staff Picks. All Board members are encouraged to participate in the Staff Picks display by sending in the titles of their current or classic favorites. Please stop by the reference desk or email reference@haverfordlibrary.org with your favorite titles and we will add your suggestions to the display with your name.
- We continue the process of weeding out Library collections in preparation for the moving and storage of materials prior to and after the Library Renovation.
- The Library's Summer Reading Club (SRC) ended on Saturday, August 13 with great participation in all departments. We had 309 children participants registered, with an additional 70 teen participants; as well as 114 adult participants. The grand prize awarded to a child that completed all 8 weeks of the SRC program included a 1-year membership to the Camden Aquarium along with a summer basket of beach toys all in the Oceans of Possibilities summer theme. The teen grand prize winner was awarded an: *I 'Shore' Love to Read* beach bag filled with goodies including a beach blanket, outdoor games, snacks, sunglasses and more! While the Adult grand prize winner was awarded a new Kindle eReader with case, and an I "Shore" Love to Read beach bag filled with goodies including a beach blanket, notebook, soap, local honey, Johnson's popcorn, Salt Water Taffy and more!
- Children/Teen Programming - At this present time, we are taking our annually scheduled brief hiatus as we plan for more exciting, educational, innovative, and engaging online and in-person

programs for children, tweens and teens for the coming months. This is always an exhilarating and ambitious undertaking but especially so this year in particular, as it has coincided with a season of hiring new and key staff members. Individuals who will have a direct role in executing our children, tween and teen programs. We are actively engaged in the interview process and hope to welcome qualified individuals to our Library team soon.

- Storytime - We are scheduled to begin in-person story times in the Library’s Community Room on Mondays and Thursdays beginning Monday, October 10 through Thursday, December 22. This Circle Time Storytime is for children from birth to 5 years old. Registration is required for each storytime.
- Stop by our Children’s Room to preview titles included on our newly created Hispanic Heritage Month, Friendship Month and Reading Olympics displays.
- The Friends’ of Haverford Township Free Library are hosting their largest annual fundraiser, the Fall Book Sale, this weekend starting Friday, September 23 and will continue through Haverford Township Day, Saturday, October 1. This book sale will be the first time the Friends’ will accept Venmo as a form of payment. For more details visit their website at www.friendsofthehtfl.org.
- Building Update
 - Routine Maintenance - The work on the Library’s new boiler installation has begun in preparation for this winter’s heating season. This work is projected to be performed over the next two weeks. The Library is able to remain open to staff and patrons during this process. Notification and updates will be posted on our website and social media to keep the community informed during this period of time.
- We are sad to say goodbye to Rebecca Manuel, a Library Assistant I in our Youth Services department, as well as to Wendy Gale, a Library Assistant I in our Circulation department. Both Rebecca and Wendy are leaving their positions in order to accept full time positions. We wish them all the best.
- We have welcomed Camilla Meeker, our newest Library Assistant I to the Youth Services department. Camilla is doing a great job and we are happy to have her at the Library.

Library Statistics

	July 2021	July 2022	August 2021	August 2022
Annual Appeal (campaign to date and YTD)	\$48,084 (11/18/20-8/14/21) \$12,279 (1/1/21-8/14/21)	\$42,986 (11/18/21-8/14/22) \$9,935 (1/1/22-8/14/22)	\$49,994 (11/18/20-9/14/21) \$14,189 (1/1/21-9/14/21)	\$43,160 (11/18/21-9/14/22) \$10,100 (1/1/22-9/14/22)
Patron Visits to the Library	7,049	8,006	6,998	8,483
Number of Patrons Checking Out HA Materials (and patrons through DE)	5,019	4,474	4,924	4,875
Number of Physical HA Items Checked Out	21,076	17,590	19,938	18,750
Number of Digital Items Checked Out (RB Digital and Overdrive/Libby ebooks)	6,454	7,153	6,650	7,288
Youth and Teen Programs Hosted	In-person: 26 Virtual: 32	In-person 15 Virtual: 7	In-person: 37 Virtual: 21	In-person: 12 Virtual: 14

Adult Programs Hosted	In-person: 3 Virtual: 21	In-person: 9 Virtual: 17 Grab and Go: 1	In-person: 2 Virtual: 16	In-person: 7 Virtual: 14 Grab & Go: 1
Total Programs	In-person: 29 Virtual: 53	In-person: 24 Virtual: 24	In-Person: 39 Virtual: 37	In-person: 19 Virtual: 28
Items Added to Collection	Adult: 144 YSD: 240	Adult Ordered: 233 Adult Processed: 251 YSD Ordered: 75 YSD Processed: 3	Adult: 302 YSD: 144	Adult Ordered: 175 Adult Processed: 288 YSD Ordered: 16 YSD Processed: 14
Reference Inquiries (includes inquiries in-person, by phone and on the website chat)	Virtual: 7 In-person: 207	In-person: 181 Virtual: 5	Virtual: 6 In-person: 160	In-person: 237 Virtual: 1
New Library Cards Issued	157	194	143	197

FRIENDS LIAISON REPORT: The Friend’s Annual Book Sale fundraiser opens this weekend. The new effort to promote Friend’s membership has also continued with new members being able to sign up through the website.

NEW BUSINESS: After an extensive evaluation of cleaning service proposals it has been determined that the Library’s cleaning service needs will be best met by CNS Cleaning Company, Inc.

Resolution: It is proposed that the Library Board approve the CNS Cleaning Company, Inc. contract.

Motion: To approve the CNS Cleaning Company, Inc. contract. Proposed by Scott Lowe, 2nd by Deb Morley. Unanimously approved.

County Coordination Aid Plan: The plan for 2023 was provided to participating Libraries for review. The Delaware County Library System administers the funds through the established annual priorities. The priorities included but are not limited to reciprocal borrowing funds, PANO and OCLC memberships, promoting reading through annual programming, and providing centralized internet access.

OLD BUSINESS: NONE

EXECUTIVE SESSION: NONE

The meeting was adjourned at 7:19 PM.