

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

DATE: December 21, 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
Sukrit Goswami, Director
Donna Reeves, Staff
Julie Schultz, Staff

ABSENT: NONE

PUBLIC: Todd Hall

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

PUBLIC COMMENT: Phil read a public comment from Todd Hall.

APPROVAL OF MINUTES: **Motion:** To approve the minutes of the November 16, 2022 Board Meeting. Proposed by Jim Brown, 2nd by Debbie Cella. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Debbie Cella

Debbie Cella reviewed the November Balance Sheet and Income Statement 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 2023 operational budget was presented to the Township and approved as submitted.

Building Committee: Scott Lowe

Scott Lowe reported on the request of the Township to be in accordance with the Bond Council. He proposed the Board of Trustees authorize the assignment of the Bernardon contract to Haverford Township. Scott also proposed the Board authorize the assignment of the CBDSI contract to Haverford Township.

Motion: Board authorizes the assignment of the Bernardon contract to Haverford Township. Proposed by Jim Brown, 2nd by Margaret Fox-Tully. Unanimously approved.

Motion: Board authorizes the assignment of the CBDSI contract to Haverford Township. Proposed by Debbie Cella, 2nd by Alyce Callison. Unanimously approved.

PRESIDENT'S REPORT: Phil Goldsmith

Phil Goldsmith wished everyone a Happy Holiday. Phil thanked Jim Brown for his service on the Board and committees. He stated Jim was a great team member with candor, good judgement and sense of humor and will be missed. Phil reported the Board continues to work with the Building Committee and Township with renovation and expansion plans.

DIRECTOR'S REPORT: Sukrit Goswami

Library News

- Grants and Fundraising
 - An application was sent this week for the PA Humanities grant called Teen Youth Lounge (TYL). This grant is for a youth-led humanities group that will build civic engagement and leadership skills in teens. It will support positive youth development through diversity, equity and inclusion. TYL is advocated by the Institute for Museum and Library Services (IMLS) and Office of Commonwealth Libraries (OCL).
 - The Holiday Book Tree has raised \$850 for Library programs, collections and services so far this season in addition to the Annual Appeal which began this month.
- Outreach
 - The Library participated in the inaugural Haverford Holiday Festival on December 10 on Brookline Blvd. The event was hosted by Discover Haverford (previously HPED).
 - Katrin Maier hosted a Girl Scout troop this past month that was earning their Community Badge for learning about the library and Havertown history.
 - Youth Services staff member, Clare Chalkley, decorated our front window for the Haverford Holiday Window Display contest with the theme of Polar Express.
 - Quadrangle visits occur quarterly with up to 15 participants at the Quadrangle Library. The Reference team will visit next on January 5 to participate in a Bookshare reader advisory and Tech Help with Mary Bear Shannon and Mandy Folwell.
- Adult Programming
 - The annual Book Bites program was once again in-person this year and was popular with over 30 attending to hear the Reference Department discuss their book recommendations and enjoy a catered lunch. House Cup Coffee sponsored the coffee and tea service. The Reference department recommendations are available on convenient bookmarks if you need a new list of great titles.
 - Cookbook Club has nearly 20 attendees each month. The January cookbook title is *Cook What You Have by Milk Street*. Participants will be able to share their recipes from this book that boasts you can cook a meal out of almost anything.
 - The Matinee movie of the month for December had 8 participants for the *Where the Crawdads Sing*. The next movie matinee will be Friday, January 6 showing *Ticket to Paradise*.
 - The Great Courses zoom program has almost 15 attendees each week. The new Great Courses session begins January 4th with the 8-week course learning about forensic science through the topic of *True Crime* which looks to decode infamous unsolved cases.
- Youth Services Programming
 - Storytimes are held every weekday for different age groups. The most popular is Circle Time on Monday mornings with an average of 15 attendees. A new Preschool Storytime Craft started this month with 8 attendees and will be held weekly on Wednesdays at 4pm with stories and themed crafts for children ages 3-5 yrs.
 - More new programs beginning on January 12 will expand events to include afternoon and evening programs for children:
 - Pajama Storytime will be weekly on Mondays at 7pm for children up to age 5 yrs.
 - Lego Challenge will be weekly on Tuesdays at 4:30pm for children ages 6-12 yrs.
 - Pop-Up Crafternoons will be held twice monthly on Thursdays at 4:15pm with themed crafts for children ages 6-12 yrs.
 - Fun Fridays will be held weekly at 2:30pm for children up to age 12 yrs with cards, puzzles, games, blocks, origami and toys.
 - Beginning in February, Saturday Children Movie Matinees will be held monthly at 2pm.
- Building Update
 - Routine Maintenance: Boiler inspection occurred by Pennsylvania L&I followed by Mechanical Solutions Associates coming to complete items detailed in that inspection.

- Friends of Haverford Township Free Library
 - Book Bundles have been very popular with over 75 bundles having sold so far this season.
 - The Iron Hill Brewery Restaurant fundraiser last month raised almost \$135 for the Friends.
 - Friends purchased gym mats for the Library for Children’s story times to replace the rug squares.

Library Statistics

	Nov 2021	Nov 2022
Annual Appeal (Campaign to date and YTD)	\$26,216 (11/18/21-12/20/21) \$42,147 (1/1/21-12/20/21)	\$13,227 (11/18/22-12/20/22) \$26,479 (1/1/22-12/20/22)
Patron Visits to the Library	9,487	9,646
Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL)	3,649	3,359
Number of Physical HA Items Checked Out	14,260	12,748
Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	5,478	6,017
Youth Programs Hosted	In-person: 11 Virtual: 18	In-person: 18 Virtual: 2
Teen Programs Hosted	n/a	In-person: 22 Virtual: 1
Adult Programs Hosted	In-person: 3 Virtual: 14	In-person: 9 Virtual: 6
Total Programs	In-Person: 14 Virtual: 32	In-person: 49 Virtual: 9
Items Added to Collection	Adult: 400 YSD: 124	Adult Ordered: 156 Adult Processed: 321 YSD Ordered: 448 YSD Processed: 0
Reference Inquiries (includes inquiries in-person, by phone and on the website chat)	In-Person: 182 Virtual: 7	In-Person: 201 Virtual: 4
Book Drop Pickup	YMCA: 117 Items; 51 Patrons CREC: 108 Items; 46 Patrons	YMCA: Items 296; Patrons 91 CREC: Items 114; Patrons 59
New Library Cards Issued	109	116

FRIENDS LIAISON REPORT: Jim Brown reported Friends fundraising efforts for December are going well. Friends Book Bundles have raised over \$700 so far this month and Iron Hill Restaurant fundraiser total almost \$135. Jim thanked Deb Morley for taking on the role of Friends liaison.

NEW BUSINESS: NONE

OLD BUSINESS: Board had no changes to the proposed Trustee Meeting Dates and Library Holidays for 2023.

EXECUTIVE SESSION: Discussed matters regarding real estate.

The meeting was adjourned at 8:07 PM.