

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

DATE: November 16, 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: Ken Matthews

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 October 19, 2022 Board Meeting. Proposed by Scott Lowe, 2<sup>nd</sup> by Jim Brown. Unanimously approved.

**COMMITTEE REPORTS:**

**Finance Committee:** Debbie Cella

Debbie Cella reviewed the October 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.

**Building Committee:** Scott Lowe

Scott Lowe reported the Building Committee recommends Karins & Associates for the site testing and civil engineering services to keep continuity with prior testing.

**Motion:** To approve the proposal from Karins & Associates for civil engineering services not to exceed \$18,500. Proposed by Scott Lowe, 2<sup>nd</sup> by Jim Brown. Unanimously approved.

**PRESIDENT'S REPORT:** Phil Goldsmith

Phil Goldsmith reported that the final schematic design plan is approved with the architect. The Board continues to work with the Building Committee and Township for next steps in the renovation schedule.

**DIRECTOR'S REPORT:** Sukrit Goswami

**Library News**

- Delaware County Library Systems (DCL) will discontinue offering Hoopla as a county-wide service at the end of this month. The current usage is not high enough to justify the expense, as less than 1% of cardholders use this service. DCL have emailed Hoopla users of discontinuation of service as well as placed messages on the DE website, DelcoReads app and Hoopla splash page.
- Outreach
  - YMCA Trunk or Treat - The Library participated in the Haverford YMCA Halloween Block Party community event on October 28 from 5-7 pm. This fun event was an opportunity for the

- Library to directly engage with our community and provide books to over 200 children that attended.
- Quadrangle Reader's Advisory - Reference will visit the senior residents on December 2 to discuss staff recommendations on reading material as well as accept book suggestions from the residents. Staff will also offer technical help with apps, eReaders, Rokus and other library resources.
  - **Adult Programming**
    - Dewey Decimal Dash had a great turnout with 223 participants this year. We thank all our staff, volunteers and Board members for their assistance in making this a successful and fun event.
    - Book Bites Luncheon will be held in-person in the library Community Room this year on December 8 beginning at noon. This program is always very popular with patrons. The Reference Librarians offer recommendations and synopsis of what they are reading and what is coming up in 2023. Cost will be \$10 to cover lunch. Registration begins on November 21.
    - Books on Tap will read *The Paris Apartment* by Lucy Foley for the December 20 Book Club meeting at the Crossbar with already 8 participants scheduled to attend.
    - Graphic Novel Book Club will read *The 500 Years of Indigenous Resistance* by Gord Hill for the December 7 virtual meeting with 6 participants currently scheduled to attend.
  - **Youth Services Programming** - all children story times are now in person in the Hub at 10:30am with registration available for 15 families.
    - Circle Storytime is offered Mondays and Thursdays for children under 5 yrs. with their caregiver.
    - Babies and Books is offered every Tuesday for children up to 18 mos. with their caregiver.
    - Toddler Storytime is offered every Friday for children 18-36 mos. with their caregiver.
    - Upcoming in December will be Storycraft on Wednesday afternoons for children 3-5 yrs.
  - We welcome Abigail Simbiri, our new Library Assistant, to the Youth Services Department. Abby has enjoyed her first day with the library today, November 16.
  - **Building Update**
    - The Library's new boiler units are installed and running. There have been a number of issues that have caused the work to extend well past what the company originally scoped with the Township. In order to assist and expeditiously resolve this job the Library is providing ongoing building information to the Township who is working directly with the installer to complete the process.
    - The A/C system has been winterized and the cooling tower drained for the season.
    - Geotech engineer work will be performed in the parking lot area on November 16. Parking lot will be closed from 7:30am-3pm so that the drill rig can perform the borings required for renovation and expansion.
    - Library staff are working diligently to prepare the beginning steps for a temporary move of collection and services of the library during the renovation process. We are making sure this will be a smooth transition.
  - **The Friends of Haverford Township Free Library**
    - Friends volunteers are hosting an Iron Hill Brewery and Restaurant fundraiser in Ardmore on Tuesdays in November. If you present the digital flyer from their website at [www.friendsofthehtfl.org/give20](http://www.friendsofthehtfl.org/give20) on November 22 or 29 then 20% of your check will be donated back to the Friends of the HTFL.
    - Friends have an additional ongoing fundraiser with House Cup Coffee Roasters. First time customers may order through the Friends referral link at <https://housecupcoffee.com/?ref=HTFL> with 5% of the profit donated to Friends of the HTFL.

- The Plan for Use of State Aid was reviewed and approved by the Board via e-vote. The Plan for Use of State Aid was submitted to Delaware County Libraries prior to the deadline of November 4.
- Form 990 for Fiscal Year Jan 1, 2021-Dec 31, 2021 was reviewed and reconciled to the annual audit and end of year balance sheet by the Administration and the Treasurer. Board approved this Form 990 to be submitted via e-vote on November 15.

**Library Statistics**

	<b>Oct 2021</b>	<b>Oct 2022</b>
Annual Appeal (Campaign to date and YTD)	\$51,601 (11/18/20-11/12/21) \$15,796 (1/1/21-11/12/21)	\$45,664 (11/18/21-11/12/22) \$12,613 (1/1/22-11/12/22)
Patron Visits to the Library*	10,906	9,871
Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL)	3,913	3,533
Number of Physical HA Items Checked Out	14,735	13,202
Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	5,438	6,312
Youth Programs Hosted	In-person: 11 Virtual: 24	In-person: 9 Virtual: 0
Adult Programs Hosted	In-person: 4 Virtual: 15	In-person: 11 Virtual: 7
Total Programs	In-Person: 15 Virtual: 39	In-person: 20 Virtual: 7
Items Added to Collection	Adult: 223 YSD: 144	Adult Ordered: 448 Adult Processed: 356 YSD Ordered: 3 YSD Processed: 35
Reference Inquiries (includes inquiries in-person, by phone and on the website chat)**	198	153
Book Drop Pickup	YMCA: 107 Items; 49 Patrons CREC: 96 Items; 54 Patrons	YMCA: 247 Items; 86 Patrons CREC: 100 Items; 60 Patrons
New Library Cards Issued	133	127

\*Haverford Township Day was canceled in 2022 accounting for the difference in patron visits.

\*\*Online Chat feature not working for part of October. It is now back on our website

**FRIENDS LIAISON REPORT:** Jim Brown reported the Friends Board is doing great work. They are energetic with renewed vigor for membership and fundraising through the leadership of Alex Reed. The fundraiser being hosted every Tuesday in November is in partnership with Iron Hill Brewery in Ardmore. Iron Hill will donate 20% of proceeds from patrons showing flyer in advance of ordering. An additional ongoing fundraiser is in partnership with House Cup Coffee. House Cup will donate 5% of the proceeds back for each online coffee order using referral link.

**NEW BUSINESS:** Sukrit presented the 2023 Holiday Closings which were accepted by the Board.

**OLD BUSINESS:** NONE

**EXECUTIVE SESSION:** Discussed matters regarding real estate.

**The meeting was adjourned at 7:40 PM.**