

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

DATE: February 15, 2023

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

ABSENT: NONE

PUBLIC: Sheryl Forste-Grupp, Kathleen Roe

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 January 18, 2023 Board Meeting. Proposed by Debbie Cella, 2<sup>nd</sup> by Scott Lowe. Unanimously approved.

**COMMITTEE REPORTS:**

Finance Committee: Debbie Cella

Debbie Cella reviewed the January 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 architect's plans are moving along at pace with all the final decisions needed, so there are no delays at this time for the construction start date. A presentation of renovation and expansion design plans were presented by the committee at the February Commissioner's meeting.

**PRESIDENT'S REPORT:** Phil Goldsmith

Phil Goldsmith stated that renovation and expansion updates may be viewed through the library website, social media, and the e-newsletter, Connection. Phil stated we are getting closer to making this 21<sup>st</sup> century library a reality. Sherry Forste-Grupp concurred that the commissioners are unwavering in their support for the renovation and expansion.

**DIRECTOR'S REPORT:** Sukrit Goswami

Library News

- Grant and Fundraising
  - Teen Reading Lounge (TRL) Grant was awarded by PA Humanities in the amount of \$3,000 for use in creating an unconventional youth-led book club that is a collaborative effort with the Library and PA Humanities organization. The focus will be on civic engagement and connecting to the community through the library which the new Teen Librarian, Jen Appell, will initiate in March.
  - RFP Deadline is approaching for Campaign Consultant proposals this week on February 17.

- The Circulation, Youth Services and Reference desk staff continue to provide patrons with our Annual Appeal letter and envelope at checkout for their support in contributing to the Annual Appeal.
- Our Holiday Tree has been redecorated as a Valentine’s Tree, so that patrons can continue to enjoy adding their names in honor/memory/celebration of family and friends to support the library mission and vision.
- The Annual State Report has opened and will be submitted with the 2022 data by March 10.
- Reference Department and Adult Programs
  - SEPLA meeting attended monthly by Reference Manager, Amy Moskovitz Koru.
  - Staff are working diligently to help with preparations required for renovation of current library space.
  - Reference, Teen and Children departments meet bi-weekly to plan and coordinate programming.
  - Adult Programs continue to host new and recurring monthly events with a popular History Talk being presented by Jim-Segrave Daly titled *Last Call: How Prohibition Changed America*.
  - Books On Tap book club has been well attended with an average of 10 people meeting at Crossbar.
- Youth Services Department
  - Katrin Maier has been promoted to the Youth Services Manager position. She has more than doubled program offerings with story times offered every day during the week.
  - New this month is the Fun Family Fridays at the Library in which all ages can come with their family or caregiver to play board games, cards, or puzzles.
  - The Crafternoons projects have been popular with the youth and teens collaborating to create a Martin King Luther, Jr. wall collage that is decorating the Children’s Library.
  - Teen programs continue to be added with a weekly Teen Art Club every Wednesday. February Art Club will feature participation in the Longwood Garden Art Contest theme: *Food is a Connector of People*. Winners will be selected by each participating Library at the end of the month and Countywide online voting will be available in March with some of the prizes awarded including sketchpads, watercolors, passes to Longwood Gardens, and artwork featured in Rose Tree Park Storywalk.
  - The monthly Tween Book Club will read *Dungeon Club Roll Call*, a graphic novel about friendship and imagination at their February 28 meeting.
- DCL Update
  - DCL will now provide membership to the Pennsylvania Association of Nonprofit Organization (PANO) to all member libraries including HTFL. PANO member benefits include advocacy, collaboration, and education; with specific benefits including, but not limited to, access to toolkits and policy resources such as resource development and fundraising.
  - DCL card holders are now able to check out materials and resources at Penn State University Libraries.
  - DCL will provide a quarterly newsletter called DCL Digest with latest news from the district.
  - The IT Department will be updating DCL computers, monitors, laser printers and receipt printers.

### **Library Statistics**

	Jan 2022	Jan 2023
Annual Appeal (Campaign to date and YTD)	\$36,090 (11/18/21-2/14/22) \$3,040 (1/1/22-2/14/22)	\$30,409 (11/18/22-2/14/23) \$4,784 (1/1/23-2/14/23)
Patron Visits to the Library	7,837	9,880

Number of Patrons Checking Out HA Materials (includes HA patrons checked out through DCL)	3,558	4,196
Number of Physical HA Items Checked Out	13,486	15,631
Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	6,236	5,477
Children Programs Hosted	In-person: 0 Virtual: 9	In-person: 29 Virtual: 0
Teen Programs Hosted	In-person: 0 Virtual: 0	In-person: 20 Virtual: 1
Adult Programs Hosted	Virtual: 19 Grab and Go: 1	In-person: 12 Virtual: 8
Total Programs	In-person: 0 Virtual: 29	In-person: 41 Virtual: 9
Items Added to Collection	Adult Ordered: 361 YSD Ordered: 41 Total Processed: 765	Adult Ordered: 455 Adult Processed: 324 YSD Ordered: 13 YSD Processed: 339
Reference Inquiries (includes inquiries in-person, on phone, or website chat)	In-Person: 256 Virtual: 2	In-Person: 232 Virtual: 6
Book Drop Pickup	YMCA: 235 Items; 43 Patrons CREC: 145 Items; 23 Patrons	YMCA: Items 435 Patrons 61 CREC: Items 148 Patrons 88
New Library Cards Issued	84	180

**FRIENDS LIAISON REPORT:** Deb Morley reported the Friends February Board Meeting met in-person to take a tour of the library and view the recent diagrams of renovation and expansion plans. The next membership drive will coordinate with the library renovation and expansion needs. Friends are currently seeking Board Members for the Nominating and Audit committees.

**NEW BUSINESS:** NONE

**OLD BUSINESS:** NONE

**The meeting was adjourned at 7:31 pm.**