

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

DATE: March 15, 2023

ATTENDING: Phil Goldsmith, 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

EXCUSED: Margaret Fox-Tully, Vice President

PUBLIC: Sheryl Forste-Grupp, Virginia Johnson, Dorothy Doughty, Helene Conroy-Smith,
Todd Hall, Alexis Pasternack, Sharon Devaney

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 February 15, 2023 Board Meeting. Proposed by Deb Morley, 2nd by Debbie Cella. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Debbie Cella

Debbie Cella reviewed the February 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 Finance Committee recommended to reinstate the transfer of \$10,000 monthly from the Operating fund to the Board designated Capital fund since the overage is not needed for budget. Debbie reported this is standard practice.

Motion: To approve the reinstating of \$10,000 monthly from Operating fund to Board designated Capital fund. Proposed by Debbie Cella, 2nd by Scott Lowe. Unanimously approved.

Building Committee: Scott Lowe

Scott Lowe reported the building committee continues to work with architect regularly to keep to schedule. The committee is making decisions daily as needed for detail finishing. Additionally, Manoa temporary library annex is currently in a planning stage for the interior space.

PRESIDENT'S REPORT: Phil Goldsmith

Phil Goldsmith stated building plans are at forefront of the work being done in Board committees. At monthly Commissioner meeting Rep. Scanlon presented the township with \$2 million grant for library renovation. Board is beginning meetings with prospective consultants for guidance on the capital campaign.

DIRECTOR'S REPORT: Sukrit Goswami

Library News

- The Regular Board Meeting date for May will be held on Monday, May 22 at 7pm. This information will be posted on the website and the library bulletin boards along with a notice in the newspaper. The Annual Association Meeting will be held on its regularly scheduled time on Wednesday, May 17 at 7pm.
- National Library Week is April 23-29, 2023 with the theme, “*There’s More to the Story.*” In celebration of National Library Week, we would like to offer our patrons a Fine Amnesty Week similar to the event in 2022. We will welcome patrons to have their fines waived on their late, overdue, and undamaged returned materials.
- The Annual Report for the State was submitted on schedule, Friday, March 10 for DCL review.
- Staff professional development training was attended by 8 of our staff members at Upper Darby Library. This training was about learning more on how to compassionately and confidently handle problematic behavior. We had 2 staff attend from both the Youth Services and Circulation departments, and all of our Reference Librarians were in attendance.
- The Library has implemented a no food policy. We have had issues requiring more frequent exterminator visits. Drinks with a lid, food for very young children with their caregiver, and persons with a medical need are the limited exceptions.
- The weeding project continues to be all hands on deck with our Reference, Youth Services, Circulation and Tech Services staff contributing. We are still adding new and exciting titles monthly with over 450 items added to our collection this month.
- Circulation staff noted that Hot Spots, Roku and our ever popular Book Clubs in a Bag are in a greater demand recently.
- Reference Staff hosted a Girl Scout troop in the Library to earn their badge for Book Artist; in which 8 students and their troop leader learned about book mending and conservation. The Youth Services department have similar troop activities planned in the library which will include fun crafts and learning.
- Our popular Staff Picks Display is positioned next to the Reference Desk. We encourage all Board Members to stop by to add their pick to the green basket to be added to the display or feel free to email your favorite titles to the reference@haverfordlibrary.org at any time.
- Grant for the Teen Reading Lounge (TRL) was received this week from PA Humanities in the amount of \$3,000. The ongoing program will focus on teen-led civic engagement with our Teen Librarian, Jen Appell, as the mentor.
- The Library is applying for the Library Foundation of Delaware County Grant in March that was created to assist County libraries with funds to provide new and innovative services, programs or additions to their collections. The Library Foundation is committed to its mission of expanding quality library services within Delaware County and with the establishment of The Library Grant Program it intends to make some of those ‘wish list’ items a reality.
- Reference Department and Adult Programs
 - All of our 7 Book Clubs are very popular and well attended. Some of these book clubs are Cookbook club, Graphic Novel, Books on Tap, Tea & Mystery, Non-Fiction and History book club.

- Great Courses is another highly anticipated and well attended weekly program that is held via zoom with different themes for each course.
- Youth Services Department
 - The Crafternoon storytimes have been so popular with the preschool age group, that the Youth Services Department will add an additional craft club for elementary age.
 - Teen Art Club members submitted entries for the Longwood Garden Art Contest theme, *Food is a Connector of People*, and 2 finalists from our Library have been selected. You can vote for the grand prize winner at the Delaware County Libraries site here:
<https://www.delcolibraries.org/teen-art-contest>
 - The new weekly Teen Yoga program led by local instructor, Lisa Palumbi, was held on Monday afternoon. This program was very popular and everyone is looking forward to next week.

Library Statistics

	Feb 2022	Feb 2023
Annual Appeal (Campaign to date and YTD)	\$37,325 (11/18/21-3/10/22) \$4,274 (1/1/22-3/10/22)	\$31,425 (11/18/22-3/10/23) \$5,800 (1/1/23-3/10/23)
Patron Visits to the Library	8,775	9,930
Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL)	3,699	3,684
Number of Physical HA Items Checked Out	14,598	13,475
Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	6,077	6,545
Youth Programs Hosted	Virtual: 8	In-person: 32
Teen Programs Hosted	Virtual: 1 Passive: 3 Tik Tok posts: 2	In-person: 2 Virtual: 1 Passive: 20
Adult Programs Hosted	Virtual: 20	In-person: 13 Virtual: 6
Total Programs	Virtual: 29	In-person: 47 Virtual: 7
Items Added to Collection	Adult Ordered: 339 Adult Processed: 644 YSD Ordered: 150 YSD Processed: 253	Adult Ordered: 97 Adult Processed: 339 YSD Ordered: 4 YSD Processed: 129
Reference Inquiries (includes inquiries in-person, by phone and on the website chat)	In-Person: 183 Virtual: 4	In-Person: 236 Virtual: 2
Book Drop Pickup	YMCA: 219 Items; 85 Patrons CREC: 166 Items; 71 Patrons	YMCA: Items 341; Patrons 132 CREC: Items 173; Patrons 86
New Library Cards Issued	113	108

FRIENDS LIAISON REPORT: Deb Morley reported the Friends goal is to double their membership drive renewals this year. Friends are looking into creating new fundraising opportunities in addition to the current Friends Book Sale shelves in the library currently. Friends will visit other DCLS libraries to view their volunteer work space for design and organization ideas.

NEW BUSINESS:

Deb Morley reiterated from the Director Report that National Library Week is April 23-29, 2023. Deb reported that Wednesday, April 26 of that week is National Library Workers Day. Deb proposed that the Library Board purchase gift cards for each staff member from Discover Haverford as a recognition from the Library Board in honor of the that day.

Motion: To approve proposal to provide staff with gift card in recognition of National Library Workers Day. Proposed by Deb Morley, 2nd by Alyce Callison. Unanimously approved.

Motion: To approve proposal from Director Report to provide patrons a Fine Amnesty Week from April 23-29 for waiving late fees for overdue, undamaged, returned Haverford Library materials. Proposed by Scott Lowe, 2nd by Alyce Callison. Unanimously approved.

OLD BUSINESS: NONE

The meeting was adjourned at 7:29 pm.