

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

DATE: July 19, 2023

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

EXCUSED: Scott Lowe, Trustee

PUBLIC: Kathleen Roe, Todd Hall, Alyssa Moore, Alexis Pasternak, Kevin Yoder

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

**PUBLIC COMMENT:** Phil Goldsmith read comment from Todd Hall.

**APPROVAL OF MINUTES:** **Motion:** To approve the minutes of the June 21, 2023, Board Meeting. Proposed by Margaret Fox-Tully, 2<sup>nd</sup> by Debbie Cella. Unanimously approved.

**COMMITTEE REPORTS:**

**Finance Committee:** Debbie Cella

Debbie Cella reviewed the June 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. Capital Campaign expenses increased due to the upcoming renovation and expansion and in part for use of funds for capital campaign fundraiser.

**Building Committee:** Phil Goldsmith

Phil Goldsmith reported there is a delay in putting Renovation and Expansion of Library out to bid. Architect is working diligently through the documents so as not to slow the current process.

**PRESIDENT'S REPORT:** Phil Goldsmith

Phil Goldsmith reported he will meet with the Superintendent of Haverford School District to discuss options for students during renovation and expansion project.

Phil reported the Haverford Township Free Library Board of Trustees propose to approve the use of \$23,000 from the Capital Campaign fund for Amendment #19, provided by Bernardon PC, dated July 10, 2023 – to provide architectural and engineering services to revise the construction documents to reflect moving the north and west walls of the new addition three feet away from the north and west property lines in the parking lot, *contingent upon the decision of the Township* if necessary.

**Motion:** To approve the use of \$23,000 from the Capital Campaign fund for Amendment #19, provided by Bernardon PC, dated July 10, 2023 – to provide architectural and engineering services to revise the construction documents to reflect moving the north and west walls of the new addition three feet away from the north and west property lines in the parking lot,

contingent upon the decision of the Township, if necessary. Proposed by Alyce Callison, 2<sup>nd</sup> by Debbie Cella. Unanimously approved.

**DIRECTOR’S REPORT:** Sukrit Goswami

Library News

- Summer Programming
  - Youth Services Department
    - Summer Reading Programs have kept the staff very busy with many library activities to encourage young readers. Currently there are 357 Children participants that have read 78,713 minutes and 58 Teen participants that have read over 98 books
    - In addition to weekly raffles and brag tags for the youth participants, the Friends have worked with Koffmeyer’s to donate free ice cream to youth participants that have read over 800 minutes by the 8th week of the program ending on August 12, 2023.
  - Adult Programs
    - The Adult Summer Reading program has 86 registrants. There are weekly drawings from bingo card submissions as well as an overall drawing at the end of the program for a Kindle and Amazon gift card.
    - Our first Sounds of Summer concert event was held on Friday, July 14, 2023 to the sounds of New Orleans music by James Day and the Fish Fry. We had 70 adults and children in attendance at the event. The next summer concert will be Friday, August 4, 2023 at 7:30pm at Merwood Park with music from the Philadelphia Funk Authority.
    - Planning is underway for the Annual Dewey Decimal Dash event to be held on Saturday, November 4, 2023.
- Outreach Program
  - The Haverford Music Festival will be held on Saturday, September 9, 2023. We will be looking for Board Members and additional Staff to assist on this day.
  - The Library’s Annual Business Breakfast will be held on Wednesday, September 20, 2023 at the CREC from 7:30am-9am
  - Haverford Township Day will be celebrated on Saturday, October 7. We look forward to this opportunity to connect with the community.
- Moving Plans
  - The task of selecting the items that will be part of our collection in the Manoa temporary library is underway. The staff is using the parameters of the most circulated collections and new items to take to the Manoa site.
  - We have created a detailed project plan to assist us with this moving process. We continue to update this project plan as we make progress on the tasks.
- Summer Volunteer Program
  - Since May 2023, we have had 41 teen volunteers to assist with library page tasks and shelving. The program will run through August 12, 2023.
  - We have also utilized 9 adult volunteers (from college age students to seniors), who have been instrumental with providing extra help during this busy time at the Library.

Library Statistics

	June 2022	June 2023
Annual Appeal (Campaign to date and YTD)	\$40,260 (11/18/21-6/30/22) \$7,210 (1/1/22-6/30/22)	\$35,060 (11/18/22-6/30/23) \$9,435 (1/1/23-6/30/23)
Patron Visits to the Library	10,067	10,746
Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL)	4,688	4,263

Number of Physical HA Items Checked Out	18,324	16,307
Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	6,552	7,795
Youth Programs Hosted	In-person: 10 Virtual: 15	In-person: 34 Passive: 5
Teen Programs Hosted	In-person: 10 Virtual: 2	In-person: 5 Virtual: 1 Passive: 10
Adult Programs Hosted	In-person: 12 Virtual: 14	In-person: 12 Virtual: 3
Total Programs	In-person: 32 Virtual: 31	In-person: 51 Virtual: 4 Passive: 15
Items Added to Collection	Adult Ordered: 397 Adult Processed: 365 YSD Ordered: 56 YSD Processed: 157	Items Ordered: 3 Items Processed: 424 (Adult 372, Youth 42, Teen 10)
Reference Inquiries (includes inquiries in-person, by phone and on the website chat)	In-person: 157 Virtual: 4	In-Person: 126 Virtual: 6
Book Drop Pickup	YMCA: Items 244; Patrons 86 CREC: Items 121; Patrons 61	YMCA: Items 368; Patrons: 137 CREC: Items 97; Patrons 68
New Library Cards Issued	199	215

**FRIENDS LIAISON REPORT:**

Deb Morley reported the Friends Board does not meet in July however, Friends remained busy planning the current Moe's fundraiser which is being held tomorrow. Alex Reed secured a generous donation from Koffmeyer's for free ice cream as summer reading prizes. Kathleen Roe has completed organizing Friends Book Sorting area to be ready for the move to the temporary space. The membership drive goal is aimed at doubling its membership.

**NEW BUSINESS:** NONE

**OLD BUSINESS:** NONE

**The meeting was adjourned at 7:29pm.**