

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

DATE: November 15, 2023

ATTENDING: Phil Goldsmith, President  
Margaret Fox-Tully, Vice President  
Debbie Cella, Treasurer  
Scott Lowe, Trustee  
Deb Morley, Trustee

Sukrit Goswami, Director  
Donna Reeves, Staff  
Julie Schultz, Staff

EXCUSED: Alyce Callison, Deirdre Cryor

PUBLIC: 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 October 18, 2023 Board Meeting. Proposed by Scott Lowe, 2<sup>nd</sup> by Deb Morley. 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 construction companies were approved by the Commissioners at the October 30 Special Meeting for the renovation and expansion of the Library building. The Movers have begun the process of moving the shelving and materials to the temporary library locations. Construction on the Library site will begin at the end of the month.

**PRESIDENT'S REPORT:** Phil Goldsmith

Phil Goldsmith reported the move is going well with only a few delays with installation of shelving at the new site. The Library is closed to the public during this time but is scheduled to reopen at the Manoa Library location in the beginning of December.

**DIRECTOR'S REPORT:** Sukrit Goswami

**Library News**

- **Update on Library Move**
  - Movers began on Wednesday, November 8 and have packed up nearly all the books for both the temporary and long term storage spaces. Shelving has begun assembly this week at Manoa temporary location. Books will be able to begin moving into the temporary library by Friday.
  - Admin Office space has been painted and additional work is scheduled to be completed in the office space this week with movers available to move boxes to space beginning on Monday, November 20.
- **Fundraising and Campaigns**

- Dewey Decimal Dash had 163 participants with \$14,915 raised. We had \$20,000 in income from registrations, sponsors, and donations with \$5,085 in race expenses.
- Annual Appeal is in the process of being finalized and will go out later this month
- **Department Updates**
  - Reference staff have assisted with finalizing the list of materials to take to the temporary library, as well as conducted all computer backup systems to SSD drives. They have boxed the historical collection in lignin-free boxes and glassine paper approved by the Haverford Historical Society for long term storage.
  - Reference staff will be excited in starting up assistance to patrons at the new location once the library reopens. The task will be arduous in setting up the new spaces but they plan to continue to assist in all departments as needed.
  - Circ staff have been assisting with packing and labeling all the equipment, office materials and supplies. They have helped coordinate with movers for packing and sorting books and library materials for each location.
  - Circ staff will begin next week setting up new space at the temporary library and to troubleshoot operations for day-to-day library tasks.
  - Technical Services Staff have been making progress with boxing supplies, separating books for the temporary library and working with other departments to assist with the tasks. They will continue next week at the temporary office space to set up work areas.
  - Technical Services staff is gearing up to begin acquisitions, processing and remote holds next month when the Library opens to the public.
  - Children and Teen Storytimes and Programs are on hiatus beginning this month through the end of 2023 to prepare for the move and set up of temporary library locations.
  - Youth Services staff have been organizing supplies for long term storage and the temporary office space to conduct programming while at the temporary library. Youth Services staff will work with Circulation to set up both temporary library and admin buildings.

**Library Statistics**

	Oct 2022	Oct 2023
Annual Appeal (Campaign to date and YTD)	\$45,098 (11/18/21-10/31/22) \$12,048 (1/1/22-10/31/22)	\$36,828 (11/18/22-10/31/23) \$11,203 (1/1/23-10/31/23)
Patron Visits to the Library (including Haverford Township Day)	9,871	12,010
Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL)	3,533	3,217
Number of Physical HA Items Checked Out	13,202	11,150
Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	6,312	8,208
Youth Programs Hosted	In-person: 9 Virtual: 0	In-person: 15 Virtual: 0 Passive: 7

Teen Programs Hosted	0	In-person: 3 Virtual: 1 Passive: 1
Adult Programs Hosted	In-person: 11 Virtual: 7	In-person: 13 Virtual: 6
<b>Total Programs</b>	In-person: 20 Virtual: 7	In-person: 31 Virtual: 7 Passive: 8
Items Added to Collection	Adult Ordered: 448 Adult Processed: 356 YSD Ordered: 3 YSD Processed: 35	Adult Ordered: 0 Adult Processed: 60 YSD Ordered: 6 YSD Processed: 45
Reference Inquiries (includes inquiries in-person, by phone and on the website chat)	Virtual, phone and in-person: 153	In-person: 86 Virtual: 6
Book Drop Pickup	YMCA: 247 Items; 86 Patrons CREC: 100 Items; 60 Patrons	YMCA: Items: 273 Patrons: 129 CREC: Items: 124 Patrons: 71
New Library Cards Issued	127	105

**FRIENDS LIAISON REPORT:** Deb Morley reported the Friends have elected a new board member. Friends are very busy planning many fundraising events for 2024. The membership drive is going very well for 2023. The next meeting will be January 10, 2024.

**NEW BUSINESS:** NONE.

**OLD BUSINESS:** NONE

**The meeting was adjourned at 7:34 pm.**