

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

DATE: October 18, 2023

ATTENDING: Phil Goldsmith, President
Alyce Callison, Secretary
Debbie Cella, Treasurer
Scott Lowe, Trustee
Deb Morley, Trustee
Sukrit Goswami, Director
Donna Reeves, Staff
Julie Schultz, Staff

EXCUSED: Margaret Fox-Tully, Deirdre Cryor

PUBLIC: Kathleen Roe

The meeting was called to order by Phil Goldsmith at 7:00 PM.

PUBLIC COMMENT: NONE

APPROVAL OF MINUTES: **Motion:** To approve the minutes of the September 20, 2023, Board Meeting. Proposed by Scott Lowe, 2nd by Debbie Cella. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Debbie Cella

Debbie Cella reviewed both the October Balance Sheet and Income Statement for 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. An interest bearing account was opened for use of the Capital Campaign.

Building Committee: Scott Lowe

Scott Lowe reported construction company bids will be due on Tuesday, October 17. Commissioners will have a special meeting on Monday, October 30 to approve bid and issue notice to proceed. We are expecting to receive responsible bids from contractors.

Fundraising Committee: Phil Goldsmith

Phil Goldsmith reported that Schultz and Williams is continuing to conduct interviews on input for the Case Statement. There are currently 14 interviews scheduled.

Communications Committee: Alyce Callison

Alyce Callison reported that Commissioner Conor Quinn is hosting a Community Meeting regarding the Library to address the community's questions sometime in November. There have been questions to Library staff regarding the purchase of 1 Mill Road that will be directed to the Township. Update Renovation and Expansion information has been posted on the Library website as new information becomes available.

PRESIDENT'S REPORT: Phil Goldsmith

Phil Goldsmith reported that temporary spaces for Library and Offices are on target for move. The Library will potentially close to the public on Monday, November 6 with moving company scheduled to begin on Wednesday, November 8. The Temporary Manoa Library and Admin Office locations

will open sometime after Thanksgiving. In addition, the Township presented the Mobile Library bus at the Haverford Township Day event on Saturday, October 7.

DIRECTOR'S REPORT: Sukrit Goswami

Library News

- **Fundraising Campaigns**
 - Campaign Consultants have scheduled 14 interviews to discuss input on the Capital Campaign Library Case Study.
 - Capital Campaign letter draft has begun with the Capital Campaign Manager and Fundraising Committee.
 - Staff will begin drafting the 2024 Annual Appeal later this month for the 2024 Annual Appeal beginning November 18, 2023.
- **Department Updates**
 - Youth Services Department
 - As students are settling back into the school year, the Children's Department has been very busy in creating an alternate process in setting up the Children's Room to benefit the teen and preschool patrons which has worked out very well for staff and students.
 - Teen Librarian, Jen Appell, has created a wonderful Bullying Prevention Display with a drop box for sharing comments which has received 98 comments to date.
 - Stories Under the Trees continue through the end of October at local parks and are very popular with approximately 50 participants attending. Other popular Library programs are lego club, art club, book club and in-house storytimes as well as our Halloween Costume Exchange.
 - Wallaby Tales, a live-animal presentation with rescued animals has been rescheduled for Monday, October 16 at 5pm. This event is hosted by the preservation group, Eyes of the Wild, in conjunction with DCL.
 - All programming will be on-hold in November in order for the Library to temporarily close for the month to move to the Manoa Library temporary location.
 - All Library Departments are working together to cover shifts as departments are short staffed.
 - Reference Department
 - Annual Dewey Decimal Dash event will be held on Saturday, November 4. Registration is now open through our website with 30 participants registered currently. Due to the impending move the start location will now begin on Golf Rd next to the Middle School. The School District will have the middle school building open for the use of bathrooms as the library will not open until 10am. We are looking for volunteers for this event. Please let us know if you are available to assist.
 - Business Sponsorships currently raised is \$9,100. To promote the event we have had volunteers assist with distributing Dewey Decimal flyers for display at local businesses. In addition, Dewey Decimal lawn signs are available for the Board to be picked up at the Library for promoting the event.
- **Outreach Events**
 - Haverford Township Day was celebrated on Saturday, October 7 with the Friends Tent able to hand out many books to children and adults at the Library corner of Darby and Mill Roads.
 - Delaware County District Life Skills class was given a tour of the Library by Teen Services Librarian, Jen Appell, on Wednesday, October 10.

- Storytimes will be held at St. George’s Preschool, Children’s Ark, in Ardmore on Tuesdays, October 17 and 24 by Children’s Librarian, Katrin Maier.
- A Popular Upcoming Program: The FBI Art Crime Team and The Theft of Artifacts from Nitre Hall to be held at Quadrangle Auditorium on Thursday, October 26 at 7:30pm in partnership with the Haverford Township Historical Society.
- Moving Plans
 - Moving Project is going very smoothly with only two weeks until the move.
 - District Moving Meeting was held with Anny Laepple, District Consultant, and Kristin Suda, Circulation Services Coordinator, to confirm our timeline is on schedule for all tasks related to the collection and logistics.
 - Boxes and Labels have been delivered by Moving Company to be used for pre-packing office items and files. Archival quality storage boxes have been ordered for historical collection. Moving company will have the next on-site visit on October 19.
- DCL News
 - Next District Board Meeting is October 19 at 6:30pm to be attended by Alyce Callison.
 - Annual Trustee Training is being held via Zoom on November 14th and will be attended by Margaret Fox-Tully, Deirdre Cryor and Scott Lowe.
 - ReThinking Libraries (RTL) visited our library to tour and interview Director and Managers on Tuesday, September 26 as part of the DCL system wide evaluation for the provision of library services.
- Friends of Haverford Township Free Library
 - Friends elected Cathy Goodsell and Nancy Park to the Board. Introduced prospective board member, Colleen Nolan.
 - Friends request everyone to support the Friends 20th Celebration fundraiser at The Crossbar. The fundraiser will donate 15% of proceeds to the Friends during the week of October 16-19. Remember to mention Friends when you visit for lunch or dinner at The Crossbar at 2225 Darby Rd, Havertown.
 - Friends were able to hand out 294 Scholastic books and Adult Books at the Haverford Township Day table that had the Friends label on the inside front cover.
 - Friends are working on the updated logo and when samples are ready from the designer they will share at a future meeting.

Library Statistics

	Sep 2022	Sep 2023
Annual Appeal (Campaign to date and YTD)	\$44,505 (11/18/21-9/30/22) \$11,455 (1/1/22-9/30/22)	\$36,164 (11/18/22-9/30/23) \$10,539 (1/1/23-9/30/23)
Patron Visits to the Library	8,420	9,214
Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL)	3,699	3,357
Number of Physical HA Items Checked Out	13,636	12,146
Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	6,357	7,629

Youth Programs Hosted	In-person: 0 Virtual: 1	In-person: 8 Virtual: 0 Passive: 3
Teen Programs Hosted	0	In-person: 2 Virtual: 1 Passive: 1
Adult Programs Hosted	In-person: 8 Virtual: 16	In-person: 10 Virtual: 7
Total Programs	In-person: 8 Virtual: 17	In-person: 20 Virtual: 8 Passive: 4
Items Added to Collection	Adult Ordered: 186 Adult Processed: 208 YSD Ordered: 103 YSD Processed: 109	Adult Ordered: 8 Adult Processed: 76 YSD Ordered: 22 YSD Processed: 41
Reference Inquiries (includes inquiries in-person, by phone and on the website chat)	In-person: 198 Virtual: 9	In-person: 119 Virtual: 9
Book Drop Pickup	YMCA: 325 Items; 99 Patrons; CREC: 169 Items; 81 Patrons	YMCA: 243 Items; Patrons: 149 CREC: 106 Items; Patrons: 62
New Library Cards Issued	177	134

FRIENDS LIAISON REPORT:

Deb Morley reported that two new board members were elected at this month's meeting. At Haverford Township Day, Friends distributed 200 scholastic books to children that were donated by the Friends. There is a surge in new and renewal members to the Friends volunteer group. Next meeting in November 8.

NEW BUSINESS: NONE

OLD BUSINESS: NONE

The meeting was adjourned at 7:20 pm.