

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

DATE: January 15, 2025

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

EXCUSED: Sukrit Goswami

PUBLIC: Kathleen Roe

The meeting was called to order by Margaret Fox-Tully at 7:01 PM.

PUBLIC COMMENT: NONE

APPROVAL OF MINUTES: **Motion:** To approve the minutes of the December 18, 2024, Regular Board Meeting. Proposed by Scott Lowe, 2nd by Alyce Callison. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Deb Cella

Debbie Cella reviewed the December 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 financial position.

Building Committee: Scott Lowe

Scott Lowe reported the renovation and expansion are moving along smoothly. Elevator has arrived and will be installed after the machine room and staircase are in place. Drywall and Painting is currently progressing. Flooring has been received and will be installed once heat is operable. Glass delivery is expected in mid-February. Granite, Shelving and Furniture will arrive in mid-March and be coordinated with construction manager. Substantial completion is anticipated by March 29, 2025. Final completion is expected in the Spring.

Fundraising Committee: Deirdre Cryor

Deirdre Cryor introduced Maggie Esteves as our new Capital Campaign Coordinator. We are delighted to have her on staff.

Governance Committee: Alyce Callison

Alyce Callison reported she is Chair of the new Governance Committee with members Margaret Fox-Tully and Deb Morley. They will work with the Board of Commissioners Library liaison Sherry Forste-Grupp. The goals of the committee are to:

- Develop a talent pool of Township residents interested in joining the Library Board
- Create an educational plan for Board Members
- Establish an ad hoc subcommittee to review the by-laws

PRESIDENT’S REPORT: Margaret Fox-Tully

Margaret Fox-Tully reported that the Library leadership team of Donna Reeves, Mary Bear Shannon and Patti Mungan have agreed to manage the day to day authority of the library and staff while Sukrit Goswami is on a leave of absence. Margaret is grateful to the team for their level of professionalism, dedication and generosity.

Margaret reported that an ad hoc committee of Phil Goldsmith and Deb Morley has been formed to plan the grand Re-Opening of the renovated Library.

Margaret sent congratulations to Commissioners Judy Trombetta and Kevin McCloskey for their recent appointment as the President and Vice President of the Board of Commissioners, respectively.

ADMIN REPORT: Margaret Fox-Tully

Library News

- Administration
 - The State Annual Report will open on January 31, 2025 for completion by the end of February.
 - Maggie Esteves, Capital Campaign Coordinator, started her position this month and she will be a valuable addition to the staff.
- Outreach
 - The Library participation in the Toys for Tots program was successful. Many toys were picked up by the Township for donation.
- Bookmobile
 - Bookmobile collection will be scheduled to be removed once weather permits.
- Department Updates
 - Technical Services department has been very busy processing the end of year collection orders.
 - Youth Services department continues to have successful storytimes and programs at the Manoa Library. In addition, they offer coloring materials, toys and puzzles for our younger patrons.
 - Circulation staff welcomed and assisted many patrons through the holidays. Staff also continued to shelf read and add new items to displays to keep shelves organized.
 - The Book Bites Podcast that was recorded in December had 23 listeners. Check out the Reference Staff suggestions for your 2025 reading list at the podcast link here: <https://haverfordlibrary.org/books/all-by-our-shelves-a-library-podcast/>
 - Two bundles of Friends merchandise and 2 additional bags of Friends blend coffee were sold at the Library Circulation desk during the holidays. They will continue to be sold at the library through Valentine’s Day.

Library Statistics

| | Dec 2022 | Dec 2023 (no programs due to move to temp location) | Dec 2024 |
|---|--|--|--|
| Annual Appeal (Campaign to date and YTD) | \$25,625 (11/18/22-12/31/22) \$38,877 (1/1/22-12/31/22) | \$30,374 (11/18/23-12/31/23) \$41,782 (1/1/23-12/31/23) | \$25,694 (11/18/24-12/31/24) \$38,902 (1/1/24-12/31/24) |
| Patron Visits to the Library | 9,864 | 2,699 | 4,394 |
| Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL) | 3,340 | 1,336 | 2,364 |
| Number of Physical HA Items Checked Out | 12,768 | 4,215 | 7,049 |
| Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks) | 6,480 | 8,545 | 4,394 |

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|---|--|---|---|
| Youth Programs Hosted | In-person: 15 Virtual: 0 | In-person: 0 Virtual: 0 | In-person: 19 Virtual: 0 Passive: 6 |
| Youth Programs Attendees | In-person: 287 Children: 160; Adults: 127 Virtual: 0 | In-person: 0 Virtual: 0 | In-person: 576 (Children 356; Adult 220) Virtual: 0 Passive: 86 |
| Teen Programs Hosted | In-person: 0 Virtual: 1 | In-person: 0 Virtual: 0 | In-person: 6 Virtual: 0 |
| Teen Programs Attendees (Including in-person and virtual formats on Zoom and YouTube) | In-person: 0 Virtual: 4 | In-person: 0 Virtual: 0 | In-person: 48 Virtual: 0 |
| Adult Programs Hosted | In-person: 12 Virtual: 6 | In-person: 1 Virtual: 0 | In-person: 11 Virtual: 2 |
| Adult Programs Attendees (Including In-person programs and virtual formats via Zoom and YouTube) | In-person: 122 Virtual: 61 | In-person: 95 Virtual: 0 | In-person: 138 Virtual: 30 |
| Total Programs | In-person: 27 Virtual: 7 | In-person: 1 Virtual: 0 | In-person: 36 Virtual: 2 Passive: 6 |
| Items Added to Collection | Adult Ordered: 258 Adult Processed: 291 YSD Ordered: 401 YSD Processed: 224 | Adult Ordered: 1,840 Adult Processed: 620 YSD Ordered: 1,910 YSD Processed: 55 | Adult Ordered: 37 Adult Processed: 372 YSD Ordered: 279 YSD Processed: 309 |
| Reference Inquiries (includes inquiries in-person, by phone and virtually on the website chat) | In-Person: 207 Virtual: 1 | In-person: 73 Virtual: 0 | In-person: 118 Virtual: 10 |
| Book Drop Pickup | YMCA: 326 Items; 122 Patrons CREC: 178 Items; 77 Patrons | YMCA: 282 Items; 106 Patrons CREC: 115 Items; 50 Patrons | YMCA: 451 Items; 163 Patrons CREC: 133 Items; 55 Patrons |
| New Library Cards Issued | 74 | 81 | 78 |

FRIENDS LIAISON REPORT: Deb Morley

Deb Morley reported that Marlene Koestenblatt stepped down as a member of the Friends Board. They exceeded their 2024 membership goal with 109 Friends members. Kathleen Roe is planning event for guided tour for Friends members. Discussion of book sale in new library space has begun.

NEW BUSINESS: Commissioners have received requests from township residents to continue having a branch location at the Manoa Shopping Center after the opening of the renovated library.

OLD BUSINESS: NONE

The meeting entered Executive Session at 7:37 pm.

Executive Session was adjourned at 8:15 pm.