

THE HAVERFORD TOWNSHIP FREE LIBRARY ASSOCIATION
Haverford CREC, 9000 Parkview Drive, Haverford, PA
Board of Trustees Meeting Minutes (Final)

DATE: February 19, 2025

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

EXCUSED: Phil Goldsmith

PUBLIC: Kathleen Roe

The meeting was called to order by Margaret Fox-Tully at 7:03 PM.

PUBLIC COMMENT: NONE

APPROVAL OF MINUTES: **Motion:** To approve the minutes of the January 15, 2025, Regular Board Meeting. Proposed by Scott Lowe, 2nd by Debbie Cella. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Deb Cella

Debbie Cella reviewed the January 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. January included the approved 5% increase in funding from the Township. The Finance Committee is currently working on final accruals for 2024 audit.

Building Committee: Scott Lowe

Scott Lowe reported the building is proceeding according to plan. The lighting, carpeting and many windows are in place. Heat is operable and elevator is being installed. Glass not yet received for Living Room but expected in March. Contractor will obtain a quote for extending tile backsplash behind sink walls in bathrooms. Historical plaque for Living Room will be discussed with contractor. Township decided to move forward with Solar panels in a separate package and will be installed after completion of renovation. Conduits were already in place for addition of Solar Panels.

Fundraising Committee: Deirdre Cryor

Deirdre Cryor introduced Maggie Esteves to present fundraising report. Maggie stated we are entering the public phase of the Capital Campaign. An announcement will be made in the Connection newsletter, on the website, as well as displays in the Library. Maggie presented the slideshow of website updates to invite the public to be a part of the campaign.

Governance Committee: Alyce Callison

Alyce Callison reported the ad-hoc committee to review the bylaws will their first meeting next week to discuss standing committees, increasing board members, and term limits. The Governance Committee will also reach out to the Township Commissioners for their input.

PRESIDENT'S REPORT: Margaret Fox-Tully

Margaret Fox-Tully presented a thank you note from donor expressing her appreciation for all Library staff. Margaret also mentioned Maggie's excellent quality of work and momentum on Capital Campaign.

ADMIN REPORT: Donna Reeves

Library News

- **Administration**
 - The Director position has been posted for the open position.
 - Interviews have taken place for the vacant Library Assistant positions.
 - Plans are continuing for the scheduled move back to the Renovated Library in spring this year. Donna presented the plan for Reopening of the Library. The plan will be reviewed by the task force including Department Managers. Library is expected to be closed for one month prior to the reopening.
 - Time Capsule items being collected for placement behind at a cornerstone in Library renovation.
- **Outreach**
 - Programs are taking place in the community at the YMCA, Kelly Center, CREC and Quadrangle.
- **Bookmobile**
 - Bookmobile items have been boxed by staff and will be moved to storage at Admin by Township employees. The inadequate heat and cooling on bookmobile have created challenges for use of bookmobile.
- **Department Updates**
 - Adult and Youth Services are continuing current programming and beginning to plan for Summer Reading Club programs that will take place in newly renovated Library.
 - Circulation, Reference and Technical Services department are working together to assist in moving items to short-term storage at Admin to make additional space for the new items added to the collection at the Manoa Library location.

Library Statistics

	Jan 2024	Jan 2025
Annual Appeal (Campaign to date and YTD)	\$32,209 (11/18/23-1/31/24) \$1,835 (1/1/24-1/31/24)	\$27,969 (11/18/24-1/31/25) \$880 (1/1/25-1/31/25)
Patron Visits to the Library	4,571	4,875
Number of Patrons Checking Out HA Materials (includes HA patrons checked out through DCL)	2,285	3,065
Number of Physical HA Items Checked Out	7,624	9,853
Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	9,799	10,471
Youth Programs Hosted	In-person: 18 Passive: 3	In-person: 19 Passive: 8
Youth Programs Attendees	In-person: 413 (Children 229; Adult 184) Passive: 53	In-person: 500 (Children 252; Adult 248) Passive: 81
Teen Programs Hosted	In-person: 18 Passive: 1	In-person: 8 Passive: 0
Teen Programs Attendees (Including in-person and virtual formats on Zoom and YouTube)	In-person: 47 Passive: 2	In-person: 62 Passive: 0
Adult Programs Hosted	In-person: 10 Virtual: 3	In-person: 12 Virtual: 5
Adult Programs Attendees (Including In-person programs and virtual formats via Zoom)	In-person: 83 Zoom: 28	In-person: 110 Virtual: 61
Total Programs	In-person: 46 Virtual: 3 Passive: 4	In-person: 39 Virtual: 5 Passive: 8

Items Added to Collection	Adult Ordered: 138 Adult Processed: 584 YSD Ordered: 46 YSD Processed: 457	Adult Ordered: 274 Adult Processed: 328 YSD Ordered: 110 YSD Processed: 483
Reference Inquiries (in-person includes over phone and virtually via the website chat)	In-person: 109	In-person: 137 Virtual: 25
Book Drop Pickup	YMCA: 364 Items; 111 Patrons CREC: 162 Items; 80 Patrons	YMCA: 536 Items; 243 Patrons CREC: 125 Items; 64 Patrons
New Library Cards Issued	128	98

FRIENDS LIAISON REPORT: Deb Morley

Deb Morley reported that a new member was voted to the Board. Board now has 12 members. Governance Committee is reviewing the Friends bylaws. A Nominating Committee and Audit Committee are being formed. Planning tours for Friends members during reopening of Library. Planning future programs to coincide with Banned Books Week in October 2025.

NEW BUSINESS: NONE

OLD BUSINESS: NONE

The meeting entered Executive Session at 8:07 pm.

Executive Session was adjourned at 8:30 pm.