

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

DATE: March 19, 2025

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

EXCUSED: NONE

PUBLIC: Kathleen Roe, Sherry Forste-Grupp

The meeting was called to order by Margaret Fox-Tully at 7:05 PM.

**PUBLIC COMMENT:** NONE

**APPROVAL OF MINUTES:** **Motion:** To approve the minutes of the February 19, 2025, Regular Board Meeting. Proposed by Debbie Cella, 2<sup>nd</sup> by Scott Lowe. Unanimously approved.

**COMMITTEE REPORTS:**

**Finance Committee:** Deb Cella

Debbie Cella reviewed the February 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. Debbie stated we had an increase in the Capital Campaign donations.

**Building Committee:** Scott Lowe

Scott Lowe reported the construction is moving toward substantial completion. Interior finishes and exterior windows work is proceeding on pace.

Previously Board approved additional expenditures of \$250,000 for furniture that was not in original furniture package. Scott stated components still remain that were not in either furniture order. Some items remaining include working counter for adult reference area, book counters in children's area, and gaming room credenza.

**Motion:** To approve the recommendation from the Building Committee, to the extent that the Library's need for additional furniture and shelving results in a reduction of the Township's contingency, I move that the Library allocate \$50,000 to offset the reduction to ensure the Township contingency fund is sufficient for library renovation. Proposed by Phil Goldsmith, 2<sup>nd</sup> by Debbie Cella. Unanimously approved.

**Fundraising Committee:** Deirdre Cryor

Deirdre stated the committee is considering options for plaques and donor wall to recognize capital campaign contributors. Archive plaque wall may be in lower level. Maggie Esteves shared that a banner announcing the Library Reopening and Capital Campaign has been placed at Library. Capital Campaign has been made public at the library, through the website, in the Connection newsletter, as well as personal appeal letters. The campaign has received an increase in donations and pledges since being made public. The committee is currently working on appeals to send to the business community.

**Governance Committee:** Alyce Callison

Alyce Callison reported the ad-hoc committee had their first meeting and was able to highlight items that do not align within the Articles of Incorporation, Constitution, and the Bylaws. Margaret thanked the committee for their in-depth process.

The Governance Committee will also reach out to the Township Commissioners for their input.

**PRESIDENT’S REPORT:** Margaret Fox-Tully

Margaret Fox-Tully reported that the Director Search Committee is reviewing all applications. Margaret also thanked the Library management staff for all their hard work, integrity and efficiency in continuing library operations during the director vacancy.

**ADMIN REPORT:** Donna Reeves

**Administration Update**

- Managers are continuing to work on Project Plan for steps to move back to the Library through reopening. They are working in conjunction with DCLS for the collection needs.
- Staff are currently working on gathering items to include in Time Capsule for the ‘2025 Cornerstone’ that will be opened in 50 years.
- All Library staff will be attending tours of new Library space the first week of April.
- Adult and Youth Services departments completed program planning for reopening of Library through Summer Reading Club. Preliminary planning has begun for all fall programs.
- The moving company has delivered boxes for staff to begin packing all non-essential supplies.
- The Library Grand Reopening event is being planned in conjunction with Board and Library staff for the day’s events.
- Staff is in discussion of mailing postcard to all Haverford Township residents promoting the updated Library.
- A new Library Assistant has been hired and interviewing for additional open Library positions is ongoing.
- State Annual Report was submitted to DCL on March 10.
- The ordering for new collection items has been halted for all departments until after Library reopening.

**Library Statistics**

	<b>Feb 2024</b>	<b>Feb 2025</b>
Annual Appeal (Campaign to date and YTD)	\$33,698 (11/18/23-2/29/24) \$3,324 (1/1/24-2/29/24)	\$33,773 (11/18/24-2/28/25) \$3,399 (1/1/25-2/28/25)
Patron Visits to the Library	4,580	4,930
Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL)	2,386	2,634
Number of Physical HA Items Checked Out	7,714	9,046
Number of Digital Items Checked Out (Overdrive/Libby digital items)	9,011	8,969
Youth Programs Hosted	In-person: 16 Passive: 8	In-person: 20 Passive: 8
Youth Programs Attendees	In-person: 420 Children: 224; Adult: 196 Passive: 90	In-person: 511 Children: 258; Adult: 253 Passive: 67
Teen Programs Hosted	In-person: 22 Passive: 1	In-person: 11 Passive: 0
Teen Programs Attendees (Including in-person and virtual formats on Zoom and YouTube)	In-person: 40 Passive: 4	In-person: 56 Passive: 0

Adult Programs Hosted	In-person: 10 Virtual: 7	In-person: 11 Virtual: 6
Adult Programs Attendees (Including In-person programs and virtual formats via Zoom and YouTube)	In-person: 157 Zoom: 108	In-person: 106 Zoom: 70
<b>Total Programs</b>	In-person: 48 Virtual: 7 Passive: 9	In-person: 42 Virtual: 6 Passive: 8
Items Added to Collection	Adult Ordered: 766 Adult Processed: 960 YSD Ordered: 548 YSD Processed: 797	Adult Ordered: 225 Adult Processed: 228 YSD Ordered: 350 YSD Processed: 340
Reference Inquiries (in-person includes over phone and virtually via the website chat)	In-person: 124 Website Chat: 6	In-person: 67 Website Chat: 34
Book Drop Pickup	YMCA: 360 Items; 145 Patrons CREC: 162 Items; 71 Patrons	YMCA: 319 Items; 135 Patrons CREC: 153 Items; 71 Patrons
New Library Cards Issued	111	166

**FRIENDS LIAISON REPORT:** Deb Morley

Deb Morley reported that Nominating Committee for 2025 has been finalized. The Board is reviewing the draft of the revised Constitution and Bylaws. Friends decided to reinstate the General Liability and D&O Insurance. Friends will include items in the Library 2025 Time Capsule. Board voted to pledge \$50,000 for the Capital Campaign naming opportunity of the Teen Gaming Area and provide on-going support for that area in the future. Friends discussing providing Summer Reading Club rewards through Pop's Water Ice. Committee has been formed for the Friends Tour of new library. The tour is tentatively scheduled for beginning of June.

**NEW BUSINESS:** Margaret reported that Susan Banks, Commissioner for Libraries, OCL, has received reassurance from Institute of Museum and Library Services (IMLS) that our funding award through 2026 will still be available despite the Executive Order issued by the White House calling for a reduction in workforce at the IMLS.

**OLD BUSINESS:** NONE

**The meeting entered Executive Session at 7:44 pm.**

**Executive Session was adjourned at 7:51 pm.**