

THE HAVERFORD TOWNSHIP FREE LIBRARY ASSOCIATION  
1601 Darby Rd, Havertown, PA 19083  
Board of Trustees Meeting Minutes (Final)

DATE: December 17, 2025

ATTENDING: Margaret Fox-Tully, President  
Alyce Callison, Vice President  
Debbie Cella, Treasurer  
Deb Morley, Secretary  
Scott Lowe, Trustee  
Regina Colantonio, Trustee  
Maryanne Olson, Director  
Donna Reeves, Staff  
Maggie Esteves, Staff  
Julie Schultz, Staff

ABSENT: NONE

PUBLIC: Kathleen Roe, Todd Hall

The meeting was called to order by Margaret Fox-Tully at 7:00 PM.

**PUBLIC COMMENT:** Todd shared an excerpt from an item in the collection that he borrowed. He shared as well his anticipation of a Library of Things collection. He recommended toddler size toilets be considered. He also inquired about a comfortable space for nursing mothers. He stated he appreciates Library services offered like Rokus.

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

**COMMITTEE REPORTS:**

**Finance Committee:** Deb Cella

Debbie Cella reviewed both the November Balance Sheet and Income Statement for the year-to-year comparison and the year-to-date vs. projected budget comparison. She reported on recent revenue and expenditures, indicating that the library remains in a good financial position with an operating surplus. Proposed Budget for 2026 has been approved which includes the approved 3% increase in funding from the Township. EV charging revenue is a new line item on the budget.

**Building Committee:** Scott Lowe

Scott Lowe reported that Building Committee still meeting monthly. A temperature sensor will need to be relocated to handle a heating issue. A drain line that existed prior to renovation may need replacement. Township working with general contractor and owner's rep on outstanding items. The remote book return will be moved from Manoa Shopping Center to the Township Building for patron use. Working with township marshal to create visual from inside and outside the Library to indicate room numbers.

**Fundraising Committee:** Maggie Esteves

Maggie reported that first month of Annual Appeal campaign went well but will need to explore other avenues than direct mail. Capital Campaign received a substantial donation as campaign comes to a close. Thank you sent to all Capital Campaign donors for helping accomplish our goal. The Committee is brainstorming long-range fundraising events in addition to Delco Gives Day.

**Governance Committee:** Alyce Callison

Alyce reported a section to include Trustees Emeritus will be incorporated in the by-laws. In addition, the final stages of the editing process for changes in committees and term limits is being completed and will be shared with the Township Commissioners.

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

Margaret Fox-Tully reported that Commissioner Forste-Grupp emailed that Eric Schnittke has been appointed as the new Library Board of Trustee for the remainder of Phil Goldsmith’s term. Eric has past experience with Library archival work and is enthusiastic about joining the Board.

**DIRECTOR’S REPORT:** Maryanne Olson

Maryanne reported that in her first month she has been keeping busy getting to know the Library and community including attending her first Township Commissioner’s meeting as well as meeting with DCL Library staff. She also presented at the Annual Book Bites event, attended the 3D printing workshop with patrons, worked with staff at the Reference Desk, attended a Homebound meeting at the Quadrangle with Adult Services staff about the return of those services and met with staff throughout the library about their needs and ideas for the library.

She reported the Circulation team unpacked a vast order of books from Ingram and the Tech Services Department is now working on completing processing. She gave a special thanks to Patti Mungan for supporting her staff to assist us with this and also highlighted Library Assistant, Julianne, who really took a lead managing the unpacking and sorting process.

She announced the redesign of the website has begun with a goal of launching by February using the services of Cetlin Designs which has worked with several libraries in Delaware County. The hope is it will be more streamlined and user-friendly and will provide up-to-date information about our services, collections and programs. In addition, Maggie, who is leading the website redesign will also create more social media content for the website and elsewhere that highlights some of our particularly unique and newer services such as the Maker Space and our upcoming Library of Things.

Maryanne reported that the staff participated in an in-service day which included an active shooter training with Steve Lane from the Haverford Township Police Department, and CPR and First Aid certification training led by Jim McCann. From these trainings a Safety Committee will be formed to follow-up on some of the recommendations from both Steve and Jim – particularly on ensuring that our space is safe for both staff and patrons.

She is also working on an overhaul of the performance evaluation process including a new performance review template. The performance reviews will be conducted for all staff by the end of January with the aim to move reviews to the end of the calendar year going forward.

Maryanne personally thanked Susan for all of her leadership and guidance as Interim Director, not just for staff but for herself, in that she assisted greatly during this transition. Maryanne stated that Susan has been absolutely essential to her start here.

**Library Statistics**

	<b>Nov 2024</b>	<b>Nov 2025</b>
Annual Appeal (Campaign to date and YTD)	\$9,081 (11/18/24-11/30/24) \$22,289 (1/1/24-11/30/24)	\$300 (11/18/25-11/30/25) \$13,642 (1/1/25-11/30/25)
Patron Visits to the Library	5,295	13,608
Number of Patrons Checking Out HA Materials (includes HA patrons checked out through DCL)	2,617	3,999
Number of Physical HA Items Checked Out	8,959	11,439
Number of Digital Items Checked Out (Overdrive/Libby digital items)	9,087	9,851
Youth Programs Hosted	In-person: 19 Passive: 6	In-person: 52 Passive: 7

Youth Program Attendees	In-person: 534 (Children 270; Adult 264) Passive: 58	In-person: 1,114 (Children: 594; Adults: 520) Passive: 281
Teen Programs Hosted	In-person: 6 Passive: 0	In-person: 15 Passive: 4
Teen Program Attendees	In-person: 47 Passive: 0	In-person: 49 Passive: 553
Adult Programs Hosted (Including in-person and virtual formats via Zoom)	In-person: 9 Virtual: 4	In-person: 30 Virtual: 4
Adult Program Attendees (Including In-person programs and virtual formats via Zoom)	In-person: 112 Virtual: 25	In-person: 301 Virtual: 24
Maker Space Programs Hosted	--	Youth: 10 Teen: 9 Adult: 15 Passive: 9
Maker Space Program Attendees	--	Youth: 92 Teen: 24 Adult: 100 Passive: 1,072
Outreach for Youth Services and Adult Services Departments	--	Youth Services Events: 0; Participants: 0 Adult Services Events: 1; Participants: 300
<b>Total Programs</b>	<b>In-person: 34 Virtual: 4 Passive: 6</b>	<b>In-person: 140 Virtual: 4 Passive: 20</b>
Items Added to Collection	Adult Ordered: 394 Adult Processed: 194 YSD Ordered: 201 YSD Processed: 183	Adult Ordered: 953 Adult Processed: 456 YSD Ordered: 1,357 YSD Processed: 533
Reference Inquiries (in-person includes phone inquires; virtual includes website/online chat)	In-person: 142 Virtual: 11	In-person: 334 Virtual: 32
Book Drop Pickup	YMCA: 412 Items; 173 Patrons CREC: 173 Items; 55 Patrons	YMCA: 403 Items; 157 Patrons CREC: 92 Items; 50 Patrons
New Library Cards Issued	95	227

**FRIENDS LIAISON REPORT:** Deb Morley

Deb reported that Friends did not meet in December. The Holiday Book Bundles fundraiser have been selling very well with 40 having sold so far.

**NEW BUSINESS:** Annual Library Trustees Calendar provided

**OLD BUSINESS:** NONE

**Entered Executive Session at 8:11 pm**

**The meeting Adjourned at 8:47 pm.**