

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

DATE: April 15, 2026

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

ABSENT: Scott Lowe

PUBLIC: NONE

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 March 26, 2026, Board Meeting. Proposed by Alyce Callison, 2nd by Debbie Cella. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Deb Cella

Debbie Cella reviewed both the March 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 and Library is on par with projected revenues and expenses. Finance Committee received draft of Audit and will continue to review diligently.

Building Committee: Scott Lowe

Donna Reeves reported in Scott's absence that the punch list of outstanding items has significantly decreased. Items that were addressed included voltage and communication issues with control panel in elevator, fascia area with leak into Board Room 3 was repaired, the Library interior/exterior clock needed adjustments for DST changes which were resolved by Township, EV station had internal components replaced by ChargePoint to eliminate continuous beeping, lighting control panels in first floor areas needed system reboot to reduce lights turning off continuously, corrected temperature set points in Gaming Area and Hub so rooms were not extraordinarily hot, insulation completed and thermostat to be added by Rycon to reduce extremely cold temperatures in Receiving Room. As warranty period with contractor ends in May 2026, contractor will still continue to address those items considered outstanding.

Fundraising Committee: Maggie Esteves in lieu of Board Chair

Maggie reported the May fundraising event, Trivia Night, on May 16 will have ticket sales on the Library website this week. The food for the event will be donated by Backstage Café and the Haverford Middle School Gold Team members will volunteer their time to provide childcare for attendees to the event. The DelcoGives annual fundraising event for the county will be held on May 6-7. All participants in DelcoGives will receive a free HTFL car magnet as a thank you. In addition, gifts have been coming in to support Makerspace and mending kits for programming in that area.

Governance Committee: Alyce Callison

Alyce reported the committee appreciated the review and suggestions by Board on amendments to the Constitution and Bylaws. The committee has completed the amended and restated governance documents and will propose the suggested amendments be approved by the Board. Then the documents will be presented at the May Association Meeting for approval.

Motion: To approve amended and restated Constitution. Proposed by Alyce Callison, 2nd by Eric Schnittke. Unanimously approved.

Motion: To approve amended and restated Bylaws. Proposed by Alyce Callison, 2nd by Deb Morley. Unanimously approved.

PRESIDENT'S REPORT: Margaret Fox-Tully

Margaret thanked Discover Haverford for the award to the Library as Community Champion for showing exceptional commitment to the Haverford Township community enhancing the vitality of our community and the quality of life of residents in meaningful and significant ways. This award was presented at their annual Sip & Savor Soiree event in April.

DIRECTOR'S REPORT: Maryanne Olson

Maryanne reported that the Library has promoted Maura Duffy into the new role of full-time Library Associate, working in the administrative offices to support a range of projects. She will continue to assist with tasks including social media video content creation and taking a lead on working in the MakerSpace to update training manuals for other staff members. She will officially start her new role on April 27.

The Library will be launching the new website on April 16th. Maggie shared a demonstration of new website to the Board. She highlighted all the features Cetlin Design Group had created to make it more user friendly including plug-ins from the DCL website.

We will also officially announce remote printing to the public as the soft launch occurred this past week. Payment for prints and copies will still be cash only. The participation in the MuseumKey program with DCL has also launched. Other new collections including the Library of Things and Hoopla, continue to draw new and sustained interest and use.

The Library's April 12 Democracy Out Loud program was an interactive program that fostered community engagement. Board Members, Margaret, Eric and Alyce read for the event as did Representative Greg Vitale, Commissioners Sheryl Forste-Gruppe, Laura Cavender, Gerry Hart and many other community members. There were over 40 attendees for the 3-hour event. The Living Room will be the site of another public program this Sunday as we host our first Open-mic Poetry Reading program to celebrate National Poetry Month.

In the MakerSpace this month, the Library has been participating in a nation-wide "citizen science" series called "Sci Starters." Each week a different activity invites participants to learn how they can use technology and data gathering tools in their neighborhoods to contribute to nationwide ecological, medical and citizenship research.

The Library is planning our Annual Fine Amnesty week for May 16-23 to celebrate the one-year anniversary of our completion of the renovation and in advance of our summer reading program kick-off. We will be following the same guidelines for the amnesty event as in the past – waiving only overdue fines on HTFL items, with no waiver on lost or damaged items.

We are getting ready for a number of outdoor festivals and outreach. At these events, surveys will be provided by staff to begin to collect input from the community members to align with kickstarting a Strategic Plan process. Maryanne will be developing this survey this month. She is also hoping to convene a small group of insiders of staff, Trustees and invested community members to start the Strategic Plan process formally.

Patti Mungan, Circulation Manager, shared with the Board that she will be retiring as Circulation Manager at the beginning of July 2026. She thanked the Board for letting her be a part of the Library Community and stated it was a joy to work with staff and patrons at HTFL for over 25 years. The Board presented her with a bouquet to thank her for her years of professionalism and commitment to the Library and staff. Board shared that during the renovation and expansion, they had complete confidence and trust in the management teamwork. They continued by stating Patti’s remarkable demeanor of warmth, generosity, graciousness and desire to assist the community was also demonstrated in her motivated staff through their excellence in service. Patti will be missed by the Board, Staff and patrons at the Library.

Library Statistics

	Mar 2025	Mar 2026
Annual Appeal (Campaign to date and YTD)	\$30,299 (11/18/24-3/31/25) \$3,210 (1/1/25-3/31/25)	\$36,778 (11/18/25-3/31/26) \$9,473 (1/1/26-3/31/26)
Patron Visits to the Library	5,927	15,966
Number of Patrons Checking Out HA Materials (includes HA patrons checked out through DCL)	3,117	7,665
Number of Physical HA Items Checked Out	10,138	22,638
Number of Digital Items Checked Out (Overdrive/Libby and Hoopla digital items)	10,445	11,402
Youth Programs Hosted	In-person: 22 Passive: 8	In-person: 65 Passive: 7
Youth Program Attendees	In-person: 592 Children: 298; Adult: 294 Passive: 86	In-person: 1,361 (Children: 713; Adults: 648) Passive: 313
Teen Programs Hosted	In-person: 11 Passive: 0	In-person: 14 Passive: 4
Teen Program Attendees	In-person: 67 Passive: 0	In-person: 78 Passive: 390
Adult Programs Hosted (Including in-person and virtual formats via Zoom)	In-person: 12 Virtual: 7	In-person: 55 Virtual: 5 Passive: 2
Adult Program Attendees (Including In-person programs and virtual formats via Zoom)	In-person: 112 Virtual: 69	In-person: 571 Virtual: 62 Passive: 97
MakerSpace Programs Hosted	n/a	Youth: 13 Teen: 11 Adult: 19 Passive: 12
MakerSpace Program Attendees	n/a	Youth: 128 Teen: 17 Adult: 188 Passive: 1,602
Total Programs	In-person: 45 Virtual: 7 Passive: 8	In-person: 114 Virtual: 5 Passive: 13
Outreach for Youth and Adult Services Departments	n/a	Youth Services Events: 0; Participants: 0 Adult Services Events: 2; Participants: 17
HOMExpress	n/a	Patrons: 4 Items: 10

Items Added to Collection	Adult Ordered: 348 Adult Processed: 499 YSD Ordered: 611 YSD Processed: 405	Adult Ordered: 348 Adult Processed: 473 YSD Ordered: 17 YSD Processed: 294
Reference Inquiries (in-person includes phone inquiries; virtual includes website/online chat)	In-person: 166 Website Chat: 22	In-person: 492 Website Chat: 46
Book Drop Pickup	YMCA: 397 Items, 180 Patrons CREC: 167 Items, 95 Patrons	YMCA Items: 541 CREC Items: 258 TWP BLDG: 15
New Library Cards Issued	120	178
Study Room Uses	n/a	Youth Services: 157 Adult Services: 377

FRIENDS LIAISON REPORT: Regina Colantonio

Regina reported that the Friends have increased its membership by three members. Friends have also supported the Summer Reading Club ALA program, Unearth a Story, with a donation of \$4,000 to purchase new books for summer reading club prizes and giveaways. In addition, the Friends have again secured the Koffemeyer's donation of free ice cream to all youth summer reading participants that read over 800 minutes during the 8-week event. In addition, the upcoming Spring Book Sale will be held on May 16 from 10am-4pm. The event will also feature sales of the Friends Blend House Cup coffee which may be purchased in person or through the link on the Friends website.

NEW BUSINESS:

Maryanne Olson shared the draft of the District Negotiated Agreement with the Board to review. The final copy will be signed and shared with DCL later this month.

OLD BUSINESS: NONE

The meeting Adjourned at 8:07 pm.