

Malvern Public Library (MPL)  
Board of Trustees Meeting Minutes  
April 28, 2021

In attendance via ZOOM: **Andrea Cardamone (President, Malvern Borough Appointee)**  
**Russell Robinson (Treasurer, Malvern Borough Appointee)**, **Elizabeth Jekot (Willistown Township Appointee)**, **Gretchen Sorce (Vice President, Willistown Township Appointee)**, **Vicki Damiani (Secretary, East Whiteland Township Appointee)**, **Barbara Ann Thav (East Whiteland Township Appointee)**, **Julie Nicolson (East Goshen Township Appointee)**  
**Rebecca Dinucci (East Goshen Township Appointee)**, **Maggie Stanton (MPL Director)**

**Other Attendees: Emily Quillen (MPL Staff Member)**

**Call to Order: Andrea Cardamone called the meeting to order at 7:01 PM**

**Minutes of the March meeting were approved as amended with correction of book sale dates.**

## **Director's Report**

### **Programs:**

March:

#### Adult Online Programs

Zoom Book Club: 1 session, 2 attendees

Zoom Adult Yoga: 5 sessions, 59 attendees

Total Programs: 7 sessions, 66 attendees

#### Children's Online Programs

**Story times: 8 (9) sessions, 197 ( )attendees**

**Minecraft Club: 4 sessions, 32 attendees**

**Total Programs: 12 (13) sessions, 229 attendees**

Note: Attendance counts do not include hosts.

### Statistics

Door Count – March 2020: 2,235

March 2021: 2,608

Difference: 17% increase from same month last year.

September: 2,052

October: 2,301

November: 2,037

December: 1,760

January: 2,298

February: 1,922

March: 2,608

Difference: 36% increase from the previous month.

Circulation –March 2020

Total: 3,699

March 2021

Sierra: 3,679

Overdrive: 1,658

Total: 5,337

Difference: 44% increase from same month previous year

February 2021

Sierra: 3,108

Overdrive: 1,528

Total: 4,636

Difference: 15% increase from February to March

Envisionware Usage

March: 215

April: 8

May: 12

June: 84

July: 106

August: 141

September: 129

October: 125

November: 101

December: 66

January 2021: 49

February 2021: 44

March: 2021: 50

**Upcoming Events:**

All in house programs are suspended until further notice.

Online Programs

Tuesdays, 10:30am Storytime – Zoom

Fridays, 10am Music with Ms. Jill – Zoom

Tuesday, May 18, 9:30am – Bookclub - Zoom

Tuesday, May 11, 6:30pm - Association of Financial Educators Presentation Zoom

June-August – Adult Summer Reading, Online Start and end date TBD

In person:

Friday, April 30 (11-4) & Saturday, May 1 (11-3), Book Sale, Location - side lawn of Library

**Personnel:** Lindsey has returned to Malvern Library as of April 5.

**Other:** Per the vote from DLM, returned materials will no longer be quarantined and will now be checked on the date of their return.

## **Discussion**

Numbers are up compared to pandemic rates.

Give a seed/leave a seed program started.

Information will be available soon on the summer reading program.

We are no longer quarantining books.

Yoga has ended and will be back in the fall.

Kimberton Whole Foods round up donation has yielded approximately \$3,600.

## **President's Report**

No report

## **Treasurer's Report**

1. Cash flow in the Operating Fund was \$17,939.76 negative for the month of March but is \$18,536.81 positive on a year-to-date basis.
2. The Investment Fund was valued at \$368,664.99, which reflects a gain of \$3,620.07 for the month and a gain of \$2,242.85 for the year to date.
3. Elizabeth Jekot is now an authorized signatory on the Vanguard Investment Account so she is now signatory on that account and the two accounts at the National Bank of Malvern.
4. On March 25, 2021 The MPL received formal notification that the PPP grant of \$37,000 was forgiven.

## **Friends Report (Vicki Damiani)**

After a brief review of our fundraising and building improvement initiatives, the March Friends meeting was all about the book sale. Several Friends have volunteered to sort books and work the sale. Friends removed all of the books from storage and brought them to the library for sorting. Most of the Friends are grouping by interest and experience into 3 groups, fund raising, programming, and special events, including the book sale. After the May meeting, the Friends will probably break into those smaller groups. But, fund raising is awaiting board movement in that arena. The programming group could meet and present some ideas to Maggie in the not too distant future. Friends meet the second Wednesday of the month.

## **Old Business**

### **Give-A-Thon Update**

700 letters have been mailed out as of April 28<sup>th</sup>.

Discussion

We have a record file of everyone who has donated.

It was decided that Maggie will provide board members with the names of our top donors. Board members will call those they know. Then, Maggie will distribute the names of those who are left to board members so they can also be called.

Business contacts will be delayed until late August.

The procedure for all of the Give-A-Thon should be put into the Board Book.

### **Spring Book Sale Update**

The sale will take place outside of the library

Book categorization will be streamlined for easier set up and take down.

Help is needed at the beginning and the end of the day to move everything

Suggestion was made that a sign-up sheet be made available at the sale for those who would like a newsletter or further involvement with the library.

### **Covid Reopening Status**

Maggie proposed and the board agreed that computers will be open by appointment only for ½ hour at a time and 6 feet apart.

Malvern Borough has suggested they would be willing to have the library be open for more hours, probably on Friday. The board asked Maggie to talk to the Borough about opening additional hours. More people are coming into the library now and curbside use is less.

### **Programming/Circulation Update**

Circulation is improved.

The plan to drop off books at day care centers will wait until fall.

The book bag bundles have worked better for children than for adults.

Discussion took place about possibility of delivering books to over 55 communities. We must be careful about that because homebound delivery is done by the county library.

Julie and Rebecca will explore the possibility of a connection with Hershey's Mill to see how we might facilitate their MPL use.

### **Development Update**

Extensive discussion took place regarding the possibility of contracting with Sylvia and Carter to assist us with fundraising. Concerns were raised about whether they would be able to provide deliverables or only consultation. Do we need a fundraising framework or specifics? The board sees the value in developing a strategic fundraising plan and an outside organization will help us stay focused. Do we need Sylvia and Carter or would we be better served by creating a fundraising position? The board agreed that we are not ready to create a paid position since we don't yet have a basic plan. The board also agreed, with each member stating their opinion, to contract with Sylvia and Carter. The agreement with them will be reworked to reflect the need for specifics outlined in the president's email to the board and we will choose what aspects of their assistance we think would be most helpful.

### **New Business**

#### **Building Improvement** (Russ Robinson)

The committee chair reviewed the work of the committee over several months, before Covid and after, including meetings with several design professionals. Architectural changes have been ruled out since we don't own the building and don't have the funds for that kind of change. Of the designers interviewed who visited the building, some did not have library experience. Others were not able to outline potential costs. Two had relevant experience and were local. One of those is not an LLC and declined to obtain the necessary insurance as noted by our own insurer. An extensive discussion took place regarding how much we should expect to pay for building improvement. It was suggested that the board consult a lawyer for review of the contracts and process that might be required for such an expenditure when we are ready to implement a design plan. The board agreed to invite Arcus to present on a building improvement plan.

#### **Document Review Committee** (Barbara Ann Thav)

The committee is doing a document review for eventual document updates and development of a Board Book. They have met 6 times. The committee meets Fridays at 4 PM except for board meeting weeks. They have devised a job description template for the social media position which is being posted internally.

#### **Investment funds transfer**

The transfer will be on hold until the building improvement costs are determined.

### **Action Items:**

Maggie will get donor lists to board members.

Board members will make calls to donors.

The Building Improvement Committee will contact Arcus to arrange a time when they can present. This may be during the May meeting or sooner depending on Arcus availability.

The Development committee will let Sylvia and Carter know the board has approved working with them.

The Development committee will send a copy of the president's email outlining issues related to deliverables versus consultation to Sylvia and Carter, and will talk with them about merging those concerns with their prior proposal.

Julie and Rebecca will make contact with residents of Hershey's Mill to see how we might facilitate their use of the MPL.

Another programming/circulation meeting should be scheduled.

Adjourned at 10:23 PM

Victoria B. Damiani

Secretary