

Malvern Public Library (MPL)
Board of Trustees Meeting Minutes
May 26, 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)-
entered at 8:10 PM, Vicki Damiani (Secretary, East Whiteland Township Appointee),
Barbara Ann Thav (East Whiteland 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 7:03 PM

NOTE: The board has adopted a consent agenda procedure. As part of that format, documents and reports relevant to board meetings will be made available to the board for review in advance of meetings, limiting the need for information contained therein to be repeated at the meeting. Therefore, meeting minutes will include only information discussed during the meeting with relevant reference to board packet documents as necessary. All board packet documents will be made available in records, along with meeting minutes.

Minutes of the April meeting were approved as amended.

Board packet reports accepted.

Motion made and passed for agenda approval.

President's Report No report

Director's Report

Request was made that software and related data in the report (see Director's report in packet) be explained more fully.

Treasurer's Report

Request was made that actual bank statements be included in the treasurer's report. Since that report goes directly to the director, it was instead agreed bank statements should be part of her monthly report.

Friends Report No report. See Book Sale comments in packet.

Document Review Committee No report. See May review in packet.

Old Business

Covid Reopening Status

The library is going back to pre-Covid hours.

Masks are still to be worn inside the library. The library will continue to provide masks to those who don't have them.

Discussion: Should we continue to take staff temperatures? Taking temperatures is not a CDC requirement. Motion made, seconded, and approved that it is no longer necessary to take staff temperatures.

Discussion: Should tables/chairs be open and newspapers made available again? The director suggests restarting newspapers. Patrons have requested them. But, seating should still be limited to 6 feet distance. Motion made, seconded, and approved to use tables with 6 foot distancing and to restart newspapers.

Discussion: Should our meeting room be used to expand seating? Probably not because staff use it for lunch. Meeting room could be used for very small groups, perhaps Wool Gatherers. All other programs will be outside for the summer.

Discussion: The Borough is no longer requiring a sign-in sheet for entrance to the building. Should the library continue a sign-in sheet? Would keeping such a list be breach of library ethics which ensure confidentiality to patrons? Might keeping a sign-in be a worthwhile safety measure? It was decided that a sheet will be made available, but will be voluntary.

The library will follow CDC, state, and local guidelines regarding occupancy numbers and procedures. The need for curbside service will be monitored to determine whether it should be continued. Curbside will probably be continued until or unless costs become prohibitive. There are still benefits to some patrons. Right now curbside can still be scheduled online or by phone.

Building Improvement (Russ Robinson, Chair)

The following is a statement read by Russ Robinson, Committee Chair:

1. The primary question before us is, Is the Board prepared to commit to a Building Improvement Plan that could potentially cost \$150K or more by the time it is complete?
2. My strong feeling is that we would not be biting off more than we can chew. To do nothing would be to do a gross disservice to the Library and, therefore, to fail to meet our responsibility to the community. Now we're just keeping the lights on and that isn't good enough.
3. I need to point out that I have been in three Zoom Meetings, which Joe Sherwood has organized for the CCLS, with State Senators and Representatives and have heard the presentations of other libraries. It is clear that we, as a Board, are not doing nearly as much as the Boards at other libraries.
4. Points to keep in mind-
 - a. The Project would be done in phases so as to minimize disruption to operations.
 - b. Because the Project would be done in phases, we would not be committing all of the money at one time.
 - c. The beauty of working with a designer/decorator is that from the outset we could see and plan where we are going instead of just piecing the Project together as we go.
 - d. No one on this Board has the knowledge or skill to manage the Project without guidance/help.
 - e. This will require a commitment of time by the Board members and if their time limitations are the issue then that needs to be addressed – not the scope of the Project. Changes in Board personnel may be necessary.

If the answer to the question re doing the Project on the proposed scale is affirmative, when can we meet with Arcus.

Discussion: How much of the project would Arcus manage? We really don't know yet. Someone would need to manage the project.

Where did the figure of \$150,000 come from? Is that really what is needed? That figure did not come from Arcus and is intended only to underscore the magnitude of the project we are discussing. The project would be done in phases. All we are considering now is a design plan, a sense of where we would be going with a building improvement project. We are not approving an amount of money to spend on the project itself. The cost of getting a plan would be approximately \$15,000, based on what Arcus has already sent us. Plan development would be in two parts. We need clarification on what exactly would be provided in each part. Arcus would include stake holders in developing a plan. It would be an interactive process. Board members discussed what is known about other library improvement projects.

Each board member was asked for their position on bringing Arcus in to develop a plan, as was the director. Comments included that "we have done due diligence" in exploring our options for building improvement including getting references. Building improvement is a "primary goal" of the director. We need to do the work at one time and get it done. Improvements are needed. We need to "trust our committees" that do preliminary work. The committee has been in agreement and the director attended all meetings. We are under no obligation to do what is recommended by Arcus. We are not committing to any amount of money for the actual building improvements at this time. That is to be determined. Money for the improvements may not be spent this year or even next year. Building improvement could be very good for fund raising, especially for obtaining grants.

The following motion was made by the president, seconded, and approved by unanimous vote:

The board commits to embarking on a building improvement plan for the library, which is one of our strategic initiatives, that may include expenditure of significant resources. Arcus will be invited to discuss the development of a master plan.

An attempt will be made to schedule Arcus for the June meeting.

New Business

DVD Rentals

DVD rental is trending down. During Covid we have not been collecting DVD rental fees. The director recommends that we not reinstate these fees. This is coming before the board because it could result in reduced income. The degree of reduction is hard to determine for sure because the rentals would probably not bounce back to past levels. A motion to not reinstate DVD rental fees was made, seconded and passed with one abstention.

New Board Members

The president discussed her time constraints. Her second three-year term (Malvern Borough) will end in January. There are other board members whose terms may be ending. The board agreed to make the eventual Malvern Borough and the current East Goshen positions known to Friends and on library social media. We can also add some at-large members. The building sign might be used for information purposes. Maggie will let Vicki know what board positions may be open so the Friends can be notified.

Social for Staff by Document Review Committee

The board agreed that Barbara Ann would prepare and host an ice cream social for the staff as thanks for all of their efforts during Covid, Friday May 28th.

The board also agreed that the board secretary will send a letter of congratulations to Meghan Pealer on attainment of her MLS degree.

Action Items:

Russ will contact Arcus in an attempt to schedule their attendance at our June meeting.

Vicki will write a letter of congratulations to Meghan on behalf of the board.

Maggie will notify Vicki of potential board positions that might become available.

Vicki will notify Friends of board openings.

Maggie will include bank statements in her monthly reports.

Barbara Ann will arrange for the ice cream social for staff on Friday May 28th.

Adjourned 8:55 PM

Victoria B. Damiani

Secretary