

Malvern Public Library (MPL)
Board of Trustees Meeting Minutes
June 23, 2021

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

Other Attendees: Emily Quillen (MPL Staff Member) Kyle Litzke, Kirstyn Nocho of Arcus (for 1st hour)

Call to Order: Andrea Cardamone called the meeting to order at 7:05 PM

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

Notification and approval of recording.

Arcus Presentation (March 23, 2021 Arcus proposal in packet)

The presentation consisted of Arcus' response to 7 questions the board prepared. Questions are attached as an addendum to these minutes. Discussion included some additional questions from the board. Those responses are also included below.

Introductions. Kirstyn will be the primary contact on the project, with Kyle as overseer. **Q1.** The project will utilize a masterplan format outlining the big picture. The plan would be carried out in phases to ensure that later changes do not require undoing of prior work. The proposal under consideration tonight is the first part of the design phase. Budgeting would allow for advancement piece by piece. Phase 1 would include 3D modeling, color schemes, and renderings of the design package. The Phase 2 deliverable is construction drawing for contractors with specifics on paint, carpet, and flooring. This helps when contractors bid and gets into specifics. **Q2** Phase 1 is not a lot of work for Arcus. The time here depends more on how much time the board needs to meet and communicate. Phase 1 should take about 4-5 weeks. Phase 2 would take 2-3 weeks for drawings. Overall, the timeline should be 2-2 1/2 months. Finding a contractor: Arcus can work with us on this or we can do it ourselves. If they do it, there would be some additional fee. They can help us evaluate bids. Pro bono contractors are a possibility, but unlikely right now because they are so busy. **Q3** Attempts will be made to minimize impact on space. Planning would include considering good places to start that will make the most impact early on. Plan would work around library functioning. Discussion of value or need of having a budget limit. That comes in Phase 2 where we address the type of paint, flooring, etc. We would be

given guidance on what it would cost for each level and what we would get for each amount of money spent. **Q4** They have already met with the library director. Discussion of focus group for kids, use of social media, giving patrons input. Discussion of grant procurement. 3D plans help with that. Arcus is not currently aware of grant options. **Q6** Arcus meets building, life safety, and ADA requirements and Kirstyn has experience with this. **Q7** The proposal will be reissued to address the 30 day limit. Very few things likely to be reimbursable. That is mostly for travel, but they are local. Some limited printing or copying may be necessary. They only bill for what they actually spend. Discussion of cost for the Phase 2 plan. Typically price is 50/50 for each phase. This design is intended for use 8-10 years from now. How much we spend for each phase of construction will be up to the board. Earlier years could be much less.

Kirstyn and Kyle discussed their backgrounds.

After Arcus left the meeting:

Minutes of the 5/26/21 meeting were approved.

Packet reports accepted with corrections in Treasurer's Report

Director's Report See packet

President's Report No report

Treasurer's Report See packet. Correction to first dollar amount listed. Should be \$3,158.

NOTE: Bank account numbers should be blacked out before posting.

Secretary's Report See packet

Friends Report See packet

Document Review Committee See packet.

Old Business

Discussion of Arcus proposal: Compared to the cost of the only other group who set a cost, Arcus is less. Presentation was thorough. Special appreciation of Kirstyn's experience and Arcus' thoughts on community involvement. Each present board member was asked for their input. Flexible. Understands our situation. References were positive. They understand the need to talk to people who are actually in the environment. Most other people we interviewed could not set a cost for us. Other municipalities beyond Malvern Borough must be brought into this project. We need a project manager. Consider asking Arcus to do that. Could this work be done during hours when the library is closed? Even if we don't give Arcus a budget figure, we should have one in our own minds. What are the logistics? Who would communicate with them? How do we know what the changes will cost? Didn't Arcus outline that for us? They would tell us our options with cost. Financial output would not be all at once. We would have control over how much we spent at what point. Russ could be the primary point person along with Maggie in communications about this project. But, the BI committee would continue. The committee should meet in between board meetings and do a report.

It is very important that we meet with the Borough manager before finalizing anything with Arcus. We must ensure that our lease is secure and that the Borough would permit planned changes to the building. In the past, the Borough has ensured that we will have a lease. Is our current lease about to expire? The lease should be checked.

Motion: Move that we enter into the agreement with Arcus with dates amended. Unanimously agreed to. (See packet for agreement dated March 23, 2021)

Contract to be signed by the board president and library director. Maggie will set up a meeting with the borough manager before the agreement is signed to ensure there are no problems with them. What will need their approval? Paint? Lighting? Flooring?

Covid reopening

No vote or discussion needed because we have already agreed to follow CDC and local guidelines.

New Business

Discussion: The Malvern Borough solicitor has volunteered to be a Friend. She has a background in non-profit grants. Should she be invited to attend board meetings? Would that present a conflict of interest for her? Agreement that she should be invited to be part of the building improvement and fundraising committees as a community member.

State senator Kane will visit the library on August 4th at 11 AM. A member of the building improvement committee should tell him of our plans.

Compensation

This topic was put off for discussion at the Executive session.

Action Items:

Maggie will set up a meeting between the Borough manager and members of the building improvement committee.

Russ will arrange for the date change on the Arcus proposal.

Vicki will contact the Friend discussed above about attending committee meetings.

Board meeting adjourned 8:51 PM

Executive session followed.

Victoria B. Damiani
Secretary

Minutes Addendum: Board Questions for Arcus

**Malvern Public Library
Board of Trustees Meeting
June 23, 2021
Building Improvement Project**

Questions for Kyle Litzke of Arcus Design Group

1. You have said that the proposal process will be executed in two stages. Please describe in detail what the work and deliverables will be for each stage.
2. Do you know when you would be able to start the work and approximately how long each stage would take? A timeline would help us maintain momentum and stay on course.
3. The Board has discussed how the project will be broken down into pieces or phases - central area, children's rooms etc. Please describe how this will work so that the entire library will not be "in process" at one time and so that we are not spending all our money at one time. Would you envision a certain sequence or is that something the Board could decide?
4. Please describe your interview process to gather ideas for the renovation with the Board, the staff, patrons and the Borough Manager.
5. Please explain how much construction guidance you will be able to provide and how you will be able to help us obtain that guidance as the project goes forward.
6. Please explain how you will help/guide the MPL re any necessary permitting for the work and any ADA or similar requirements.
7. Two mechanical issues -
 - a. The proposal is dated March 23, 2021 and it stipulates that the proposal is valid for 30 days. Obviously the 30 days have passed. Is the proposal still valid?
 - b. What is included in the 2.5% Reimbursable Allowance?