

Malvern Public Library (MPL)
Board of Trustees Meeting Minutes
September 22, 2021

In attendance via ZOOM: **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), Maggie Stanton (MPL Director) Rebecca Dinucci (East Goshen Township Appointee) Absent: Andrea Cardamone (President, Malvern Borough Appointee)**

Other Attendees: Emily Quillen (MPL Staff Member), Kyle Litzke and Kirstyn Nocho of Arcus (for the first 90 minutes)

Kathy Kavanaugh has been approved by East Goshen Township as an appointee. She was unable to attend this meeting due to commitments made prior to her appointment.

Call to Order: Gretchen Sorce called the meeting to order at 7:03 PM

This meeting was structured to allow for a presentation by Arcus representatives of their design proposal for MPL building improvement, followed by a Q and A. Notification and approval of recording took place about 15 minutes into the meeting for the benefit of board members not attending. The slides accompanying this presentation have been made available to all board members. Therefore, only some general themes of the presentation will be addressed in these minutes.

- The plan is being proposed in phases for example, gallery/community room--administration/children's area--stacks/multipurpose area. This not only facilitates planning but addresses budget considerations.
- The phase with the biggest impact should take place first
- A central theme is to draw people in with what inspires those of different ages, including seating opportunities and community engagement
- This part of the plan does not involve specifics of color or item selection. It is an overall view

Board questions addressed the following topics:

- The impact of COVID on future spacing and seating
- Facilitation of access to the front desk
- Importance of window treatments
- How fundraising might interact with cost
- How phases would actually work
- Arcus fees
- Impact of doing any one phase on the rest of the library
- Closets

Next steps for the board:

- Agree on an overall design
- Identify a priority area
- Decide on what financial resources to make available

After Arcus representatives left the meeting, it was agreed that there is much for the board to consider, too much for any immediate decisions to be made. But, in order to ensure we keep momentum, board members should respond to the building improvement committee chair by October 1st with their questions, thoughts, and reactions to the plan. Everyone is asked to weigh in. Members are asked to come to the October meeting prepared to make a decision regarding the overall design.

General meeting notes begin here:

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.

July meeting minutes approved.

Consent agenda approved.

Director's Report See packet. The fall book sale will take place Friday October 8th 10 AM-4 PM & Saturday October 9th 10 AM-3 PM. An experienced, new Children's Librarian, with an MLS degree has been hired and will begin working with the MPL on October 11th. An invitation to attend a board meeting will be extended after she has had a chance to get settled. Wendy Waltman has agreed to become an at-large member of the board representing Malvern Borough. Her approval will be brought before the board in October. The county legislative breakfast has been postponed until spring due to COVID. The director asked that at least one board member attend.

A board member requested that the director's report include information from meetings she has attended and a description of Envisionware and other aspects of the circulation report to inform the board, especially new members.

President's Report No report

Treasurer's Report See packet.

Secretary's Report See packet

Friends' Report No report

Document Review Committee Report See packet

New Business

Discussion of the status of our fundraising efforts. Where are we on the issue of hiring a fundraiser? We will wait to see if Friends who have volunteered to be part of the Fundraising Committee can offer enough expertise before we make a final decision on a fundraiser. Should we meet with the Fundraising committee now or wait until the board has acted on the building improvement? We will meet now because fundraising efforts go beyond just building improvement.

Discussion of appropriate use of board funds.

Following a meeting with the Building Improvement Committee, the Borough of Malvern agreed to write a 20-year lease for MPL. This extended lease is necessary due to the investment MPL would make in building improvement. The Borough responded positively to the improvement ideas and expansion of the lease. The Building Improvement Committee meets with the borough again about the lease on October 5th.

Board meeting adjourned 9 PM

Executive session followed.

Victoria B. Damiani
Secretary