

Malvern Public Library (MPL)
Board of Trustees Meeting Minutes
October 27, 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), Maggie Stanton (MPL Director) Rebecca Dinucci (East Goshen Township Appointee), Andrea Cardamone (President, Malvern Borough Appointee), Kathy Kavanaugh (East Goshen Township Appointee)**

Other Attendees: Emily Quillen (MPL Staff Member), Wendy Waltman (candidate for Malvern Borough, at-large member) Megan Dehmelt (MPL Children's Librarian, attending for a brief introduction)

Absent: Barbara Ann Thav (East Whiteland Township Appointee)

Call to Order: Andrea Cardamone called the meeting to order at 7:02 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.

September meeting minutes approved.

Discussion regarding Consent Agenda:

With regard to the Financial Reports-Was there a problem with donating \$50 for a retirement gift for a Malvern Borough employee who has worked closely with the library? General consensus was that the small amount of money in the board fund may be used for this type of thing. It has been done in the past. No concerns voiced.

With regard to the Director's Report-Are any programs in person now? Yes, but only those that are in the park, not in the building.

With regard to the Building Improvement Committee Report-Correction noted. Barbara Ann did not communicate with the township manager in East Whiteland regarding their possible disbursement of grant funds to the library. She communicated with the assistant township manager and the finance director.

Consent agenda accepted.

President's Report No report

Treasurer's Report See packet.

Secretary's Report No report.

Friends' Report See packet

Document Review Committee Report See packet

Old Business

Welcome to Kathy Kavanaugh, East Goshen appointee who is attending her first meeting. Wendy Waltman voted in as at-large member from Malvern Borough. Andrea Cardamone noted her willingness to step down as the Malvern Borough appointee as soon as Wendy can be approved by the borough as a voting member. In order to keep that process moving, Andrea will inform the borough that she will be leaving the board. If this change takes place before January, the board will need to vote on an interim president to serve until January.

Gretchen Sorce will leave the board effective November 1st. Elizabeth Jakot will leave the board when her term ends at the end of December. This leaves two board openings for Willistown. Vicki will make these openings known the Friends group.

Introduction of Megan Dehmelt who just started at the MPL children's librarian this month. Board members have already noted some of the creative ideas Megan has presented.

Building Improvement Update-The Building Improvement committee reviewed the latest proposal by Arcus and concluded that more clarification was necessary before the proposal could be presented to the board. The board is to receive the proposal in advance of the next meeting so they will have time to consider it.

Brief discussion of grant money to the library received from Willistown. Discussion of potential financial support changes in each municipality for the coming year. In the past, only East Goshen has questioned their level of support.

New Business

Logo/Website update

After checking into 3 other providers, the BIC saw Arcus as the most reasonable place for logo design. Their maximum fee of \$750 compares well, especially given that the logo and the building improvements should go hand-in-hand. The board saw no need to vote due to the amount of money involved here.

Maggie and Lindsey are looking into options for website design. It might be best to have a 3rd party do our design. They are still checking into costs. The possibility of using student assistance here was mentioned. Also need to find out what systems other libraries use.

Draft Budget Feedback

Due to time constraints and all that must be done by December, we should vote on the budget no later than the November meeting. We will not know about the county contribution until December. Nothing has been heard about that yet.

(See budget forms from the Treasurer's Report. Only highlights of the discussion will be addressed here.)

While we definitely need to step up our fundraising, it is important to note that we will have a surplus at the end of this year. Expenses for next year should stay much the same. We will have the funds to do more with programs. Our expenses are controllable. The library is in excellent financial health. We are at a place where we can use our money to improve services to the community. Board members and Maggie were asked to consider what the community needs most. Should we improve salaries? programs? building?

There was a reminder that we should not go over the 12% limit on materials, but that 12% does not include program spending. Do we need new computers? No. The county handles that for us. Discussion about improvement of our public relations effort. We should increase our expenditures in that area to keep the community better informed about the library.

What about the use of our outside space? The Malvern supervisors are looking into that.

Discussion of the use of overdue fines. More libraries are doing away with these fees. This is a county wide issue and it is being considered by the county.

End of year pay for staff. Maggie needs a dollar amount to use for this so approval can be given at the November meeting. This will be discussed at the executive session to follow.

Drexel connection

Russ has an informal contact at Drexel. He asked Vicki to pursue any possibilities of a connection with Drexel for student employment at the MPL or for MPL as a training site. Vicki gave a brief report. The Drexel contact was not really about interns. Internships have to be arranged with the specific graduate department. Nothing can be worked out with Drexel this year since Maggie will be on leave. But, possibilities for some connection with Drexel do exist especially since we are a train ride away. Vicki will forward all of the info Drexel sent to Maggie.

Adjourned 8:30 PM

Executive session followed.

Victoria B. Damiani
Secretary