

Malvern Public Library (MPL)
Board of Trustees Meeting Minutes
January 26, 2022

In attendance via ZOOM: **Russell Robinson (President, Malvern Borough Appointee), Maggie Stanton (MPL Director), Rebecca Dinucci (Vice-President, East Goshen Township Appointee), Kathy Kavanaugh (Treasurer, East Goshen Township Appointee), Vicki Damiani (Secretary, East Whiteland Township Appointee) Barbara Ann Thav (East Whiteland Township Appointee), Wendy Waltman (Malvern Borough at-large member, changed to Malvern Borough Appointee during this meeting), Carol Guest (Willistown Township Appointee)**

Other Attendees: Emily Quillen (MPL Staff Member), Megan Dehmelt (MPL Children's Librarian), Tara Badstubner (Guest and Potential Board Member, Willistown Township)

Call to Order: Russ Robinson 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.

December meeting minutes approved.

Discussion regarding Consent Agenda:

Director's Report See packet. Director reported that a system survey will go out to patrons on January 31st. Megan will send out zoom notices for Board meetings in the director's absence.

(Question regarding recording of meetings. Agreement to record meetings in case the secretary might need them for minutes. Recordings are only temporary. Recording started.)

President's Report See packet. Committee chairs are asked to have a brief plan in place to report on at the February Board meeting. Strategic Plan comments have been received from Board members and will be incorporated into the plan. Board commitment letters will be sent out soon. The current software we have for the website has probably reached its limit. We may need something else. Kathy will explore and report back. Maggie should explain the Give-A-Thon to Wendy so that she is aware of how that works.

Question asked regarding the **Director's Report** that included an update from the children's librarian. What is needed to operationalize the SAT Boot Camp proposed? Options are being explored. Some are too expensive for what they offer. The Board wants to support this effort. Megan will provide updates and let us know if more resources are needed. Important to consider

that recent changes in the SAT format may affect demand. Current input from parents suggests the need for this program will still exist.

Back to **President's Report** Malvern Borough has been contacted regarding our lease and inquiries have been made regarding the possibility of the Borough contributing some of their American Rescue Plan funds to the MPL. Both are to be discussed at the Borough meeting at the beginning of February.

Treasurer's Report See packet. Note that the forecast for funding was accurate. Kathy Kavanaugh has to be approved by the Board as a second financial signatory. This will be discussed under New Business.

Secretary's Report No report.

Friends' Report No report.

Document Review Committee Report See packet. An inquiry has been made to a representative of the Mid Atlantic Employees Association to see if they would provide ad hoc project support to MPL for personnel related issues. The outcome will be reported next month.

Amendments to the Agenda

Proposal to amend the agenda to include Old Business related to SignUpGenius and New Business related to the MPL's selection to participate in a state sponsored board training program. Agenda changes approved.

Old Business

Wendy Waltman unanimously approved as new Board member representing Malvern Borough.

Board Bylaws Draft Review

Board members are asked to carefully review the draft and respond to the director and Barbara Ann. The director will also send existing Board officer job descriptions to the Board for feedback. The Board is urged to keep the bylaws practical and without too much unnecessary detail.

Retirement Policy Review

This is a follow up to a prior discussion regarding a change in MPL's agreement with TIAA. Without the suggested change, part time employees who were full time before, but will not be full time again, are prohibited from full access to their retirement funds. See the Board packet for a description of the issue and the paragraph representing the change. Discussion regarding whether MPL should be undertaking such a change without expert advice. Does direction from TIAA constitute professional advice given that the change is relatively simple? Reminder that the issue and vote before the Board is for the paragraph change only, not the accompanying explanation in the Board packet. Board approved the change in the TIAA paragraph with one abstention.

SignUpGenius

A member of the Friends has suggested the use of SignUpGenius for organizing committee memberships and events for Friends. Vicki consulted with the director, Wendy, and Kathy who had some familiarity with this program or some like it. Megan is already using this for one of her programs. Board discussion was approving with no vote considered necessary. There is no funding needed. But, we do need to be sure the director, and in her absence, the children's librarian have full access. We can create a standard user name and password and might use the library's email address.

New Business

Novel Tea

The director reviewed the ticket options and fundraising opportunity for this author event. MPL will commit to 10 tickets. Tickets are at two levels. This program is virtual and is available to those outside of the county. But, materials must be picked up at the MPL. Be sure to tell potential ticket buyers to use the drop-down menu and choose Malvern. Updates on MPL ticket sales will go to Emily in the director's absence and she will send updates to the Board.

Circulation Statistics

The director led an explanation and question and answer session on interpretation of the circulation statistics in the Board packet with emphasis on the following points: MPL statistical comparisons from year to year are significantly influenced by the extended closure we experienced during Covid due to the fact that our building was closed by the Borough. How much 2021 will affect decision making at the County level is uncertain. Questions were posed and addressed regarding what Overdrive is, how it is calculated, and what it means for MPL performance measures. Overdrive is different from actual book circulation in that the measure relates to original money spent not the number of times the material is used by a patron.

Latter part of the discussion focused on determining what metric we should be using to set a goal and measure our attainment. MPL utilization by municipality is important information to have. Maggie will send that to us. We need to convert the data we have into useful information for increasing patron use and community service.

State Supported Board Training

MPL has been selected as one of ten libraries in the state to receive a free 2½ hour board training offered by the Office of Commonwealth Libraries. Discussion of how to arrange this around the director's maternity leave and Board member responsibilities. We will try to get a Saturday date in June. If there is any chance of doing this in September, we will opt for that. But, the invitation said the program had to be presented between March and August.

Time for questions and comments from our guest, Tara Badstubner.

Comments from Carol Guest, Board member lead for the Programing Committee with questions on how to proceed regarding timelines and decision making. The committee structure is new. We want to be sure the director is involved with all that is done by committees. We must be sure that the different committees don't interfere with one another. Each committee may work a bit differently depending on their responsibility. Each committee will report to the Board each month. The programing committee met and discussed the possibility of inviting a nearby elementary school without a library to make regular visits. Megan will explore that. Connections with People's Light are also being explored. The president noted that additional resources are available for programing.

Each Board member should be sure the director has their correct contact information with special attention to cell phone numbers.

Adjourned 8:55 PM

Victoria B. Damiani
Secretary

Note: The minutes state that the addition of Kathy Kavanaugh as a second financial signatory would be addressed in New Business. However, the Board neglected to do that. How that omission will be handled has not yet been determined at this writing.