

Malvern Public Library (MPL)
Board of Trustees Meeting Minutes
March 23, 2022

In attendance via ZOOM: **Russell Robinson (President, Malvern Borough Appointee), 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 Appointee), Carol Guest (Willistown Township Appointee), Tara Badstubner (Willistown Township Appointee), Megan Dehmelt (MPL Children's Librarian attending for Director Maggie Stanton who is on parental leave)**

Other Attendees: Emily Quillen (MPL Staff Member), Lindsey McQuiston (MPL Staff Member)

Call to Order: Russ Robinson called the meeting to order at 7:21 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.

February meeting minutes approved.

No change in the consent agenda.

Director's Report See packet.

President's Report See packet. Malvern Borough informed MPL that they will consider their promised payment for our new carpet and painting to be a contribution from their Rescue Plan funding and will not be giving additional support to the MPL through that fund.

Treasurer's Report See packet.

Secretary's Report No report.

Friends Report See packet. A Friends meeting is scheduled for March 30th. A representative of the Friends will also attend the Book Sale meeting which will take place on March 24th.

Document Review Committee Report No Report.

Building Improvement (Russ Robinson) See packet. The President and Vice-President met with representatives of Malvern Borough regarding our new lease. The Borough was agreeable

to the changes we suggested. The lease will probably not be ready for our review until the end of April

Fund Raising Committee (Wendy Waltman) See packet. Solicitations have gone out to local businesses. Tara informed the committee about ideas regarding fundraising she received from a former Board member.

Discussion of Legislative Breakfast: It is set for April 29th outside. We should plan some talking points for the event. Megan plans to go. Russ will forward information about the event to Tara.

Communications/Marketing (Kathy Kavanaugh) Discussion of website will be held under New Business

Programming (Carol Guest) Plans to be discussed under New Business.

Old Business None

New Business

The President expressed concern that the **MPL Wi-Fi** does not extend into the parking lot and this is a service we should provide the community. He and Megan met with a representative from CCLS. The cost will be about \$1500 to upgrade service into the parking lot. Motion made and seconded to pay \$1500 to expand Wi-Fi into the lot. Unanimously approved.

Discussion of moving the **April meeting to an in-person session** including availability of the upstairs room we can request from the Borough. Wouldn't our community room be big enough? We can spread out there. Kathy will probably be absent for the April meeting. Motion made and seconded to meet in person in April. Unanimously approved.

Website Update

The Communications/Marketing Committee presented proposals from two organizations addressing improvement of the MPL website and our brochure. Discussion included the following points:

Kathy described the proposals as "impressive"

Lindsey does our website work now. She believes our current system can no longer meet our needs. We can not really add much else using the system we currently have.

Kathy sees the cost as reasonable.

Question regarding whether an agency has worked with libraries in the past.

There are some different costs here. We need to see a figure that adds them all up. How much additional cost is there beyond just developing the site?

Do we need bids for this project?

We need to talk to some other libraries and see what they are using.

Committee should give an update in April.

We may wait for the Director to return before making a decision. If so, we have to wait until May. Lindsey reported that the Director would want input on the logo, but has given freer rein on the website. We need to address the issue of the logo. The committee thinks the connection to CCLS should be addressed in the logo, perhaps using their colors. No need to spend a lot of money on the logo, but it does connect to the website issue.

We must be careful to ensure there is no vested interest of employees or the Board in companies we use.

The committee was asked to write a summary of the exploration they have done so far.

Programming Report

Should library staff be asking patrons if they want the newsletter and if their card shows their home library as Malvern? Programming needs an audience. How can we get more people out? We don't want to press people to sign for the newsletter. Let's do a sign that says patrons should let us know if they want the newsletter.

Discussion on Juneteenth

Noted that program expectations should be realistic. We should not expect a large turnout. That is not the only measure of success.

The programming committee held a zoom meeting on March 15th. Juneteenth plans were discussed.

The Board discussed the bio of PJ Piccirillo and his book, *Indigo Scarf*. It was reported that he speaks for about an hour and a half with 20 minutes for questions. The fee is \$250 plus mileage. Where would we hold this? Would the Borough's room upstairs be available? Could we do this by zoom? Hybrid?

Would it be better to leave Covid behind and try to do this in person? Are people ready for in-person only?

How could Friends help get the word out?

We should couple this with plans to focus on the Underground Railroad. We could do a series just on that with all of the resources we have in our area.

We need to make a decision on this now.

Agreed to present the PJ Piccirillo program as a hybrid. We must make sure the Borough has the necessary technology. Megan will check to be sure they can do this.

Tara will contact the author and make arrangements to be sure he is willing to do zoom.

Carol is contacting People's Light to see if they can do a children's program for us on Juneteenth.

Poetry

The committee has met with a local poet laureate and is considering a series of poetry programs for children in the fall. She would volunteer to read poetry and has agreed to review our poetry collection. The collection is the responsibility of MPL staff, but they welcome input.

The President urged that this be pursued especially since we have funding to build our poetry collection, \$3,000. The poetry collection is in the process of being reviewed.

Flipster Workshop

Carol is doing a Flipster workshop on May 3rd. Her target audience will be older members of the community. We should focus on that population more.

Questions regarding whether programs have to be approved by the Board. No, unless there is a reason to think a program would be especially complex or sensitive. Every committee should present an overview of its plans at the beginning of the year.

Lending of Board Games and Puzzles

We now lend board games and puzzles. Patrons must come into MPL for the items.

Discussion of whether it is important to read books that maybe the focus of a program. Not everything can be read in advance. Reviews and awareness of the authors and their backgrounds are informative. We have adequate information for the Piccirillo presentation.

Committee Functioning

The President has put forward a plan for committee functioning (see packet). We are in a year of transition. Committees are to keep the Board informed and are do a monthly report of their meetings. New committees should present their plans to ensure we have the resources and logistics in place to implement their ideas. The President has received feedback from one Board member with suggestions to make the committee plan less specific and more like a list of guidelines, a standing document. A central idea is that budget planning will determine each year what a committee can spend. Issues that have a significant impact will still have to go to the full Board. With more committee autonomy will come more committee responsibility. Discussion followed regarding how the Building Improvement Committee would function under these guidelines. It was noted that these are two different issues and the two should be separated.

Under this plan for committee functioning, committee plans will have to be prepared right before the budget is done for the following year.

The President will send new wording on the committee process prior to the next meeting, separating building improvement work from the committee guidelines for now until some decisions can be made on how building improvement decisions will be made. It will be a challenge to get all of the building improvement decisions made in a timely fashion. Can the full Board be involved in all of the decisions? Is that an effective way to proceed?

At the end of this meeting, there was a comment that new members of the Board need to be more knowledgeable about MPL history. Why are we planning for the building improvement in the way we are? What came before?

Action Items

Russ will forward information about the April 29th CCLS event to Tara.

The Marketing/Communications committee will provide an update on data gathering for website improvements at the April meeting.

Megan will check to be sure the Borough has the capability in the upstairs room to manage the hybrid presentation for Juneteenth.

Tara will contact PJ Piccirillo to ensure the arrangements for his presentation are agreeable to him.

Russ will send new wording for the committee process proposal to the Board before the April meeting.

Adjourned 9:37 PM

Victoria B. Damiani
Secretary