

Malvern Public Library (MPL)
Board of Trustees Meeting Minutes
July 27, 2022

Attendance by Zoom: Russell Robinson (President, Malvern Borough Appointee), Rebecca Dinucci (Vice-President, East Goshen Township Appointee), Carol Guest (Willistown Township Appointee), Tara Badstubner (Willistown Township Appointee), Wendy Waltman (Malvern Borough Appointee), Barbara Ann Thav (East Whiteland Township Appointee), Maggie Stanton (MPL Director)

Absent: Kathy Kavanaugh (Treasurer, East Goshen Township Appointee), Vicki Damiani (Secretary, East Whiteland Township Appointee)

Also Attending: Danielle Kennedy (Friend of the Library)

Call to Order: Russ Robinson called the meeting to order at 7:04 PM.

June Board minutes approved

There is no treasurer's report as Kathy Kavanaugh is away.
Consent agenda approved.

Old Business

Building Improvement Committee

The President provided drawings with furniture layout and cost to all board members. Ceiling and lighting is independent of other work so those figures were excluded. Our lease was approved by Malvern Borough; they will handle the flooring, painting, and the labor associated with those improvements. Approval of a Keystone Grant will reduce our costs if successful.

Large renderings will be available in the library for board members to review prior to posting in the library for public display. Preliminary approval of the budget will take place in September. A detailed plan for the children's annex will be developed in October. Maggie suggested the board meet in person in October to accommodate questions regarding the improvements. Megan provided shelving estimates for the children's area. Children's Annex renovations will be first. Send questions to Russ.

Improvements to the circulation desk have been contracted for without a decision regarding the desk finish (paint or stain). Additional proposed improvements include a coffee counter, refrigerator in the lobby or reading room, and new shelving in the lobby to display the covers of

the books instead of the spines. The Director's office will have a door and a microwave. End pieces on the shelving will improve the attractiveness of the current shelving. A door to separate the reading room will provide noise control which will allow for groups to assemble. Russ asked Wendy to organize a capital campaign to generate funding.

A discussion regarding fliers and posters that are randomly displayed at the exit door ensued. Maggie will develop a policy and plan for visual materials displays. Maggie attended a training session to work with the CCLS on printing PR materials.

Lawn Furniture

The Malvern Borough discussed the purchase of lawn furniture for the public lawn area behind the library. Motion made and seconded to empower Maggie to make the purchase of lawn furniture for a cost of up to \$3,000. The vote was 4-2 but, because of a procedural error by the President, the motion was deemed to have lacked a quorum and, therefore, to not have passed.

The following discussion ensued

Should we order chairs and/or benches? Is the furniture appropriate for the long term? Who will assemble it?

Maggie will contact Steve Brown & Fireplace Gas.

Motion made, seconded, and approved to share the purchase details electronically and vote electronically to approve prior to the September meeting.

After the meeting, Russ made a procedural correction via email.

The MPL's purchasing procedure requires one quote for purchases under \$5,000. In fact, we had two, so no further examination of price is necessary.

Robert's Rules stipulate that a quorum must be present at a meeting to conduct business and that, if a quorum is present, a majority can approve a motion. Six members were present (a quorum) and four (a majority of those present) approved the motion to empower Maggie to make the purchase of the lawn furniture. Accordingly, the motion did, in fact, pass and Maggie was empowered to make the purchase of the lawn furniture. Maggie will proceed.

Motion made and seconded to empower Maggie to spend \$2,000 for WIFI access on the lawn if Tony Wagner deems it necessary. Motion passed 5-0 with one abstention.

New Business

New Logo

Nick generated a colorful logo. Discussion centered around the multiple colors which would necessitate an added in-house printing cost. Several members questioned the font. Maggie will follow up with Nick for possible changes. Will Nick meet his proposed timeline of 8 weeks?

Reports

Russ proposed discontinuing the old circulation format in favor of the new one which will reduce the size of the packet. Quarterly data will replace monthly data for the Overdrive statistics. The next budget process will consider increasing the allotment for Overdrive. Definitions and context can now be added for data from CCLS. Maggie's commentary will be helpful.

Russ suggested we examine Consent reports more closely.

Our committee reports should have a consistent format. Russ will develop a template which might include summary, update, bullet points, definition of terms, actions, and committee member names.

Development Report

It is imperative that all board members donate to the library.

Public Relations

Maggie will develop a process and check list for Lindsay to advertise programs. All communication will go to Maggie first and then to others to post and/or distribute.

Star Gazing

On September 2nd, Don Knabb from the West Chester Astronomical Society will host the 8:00 evening star gazing activity. Location to be determined.

Action Items

Maggie will secure large renderings of proposed building renovations.

Maggie will contact Nick for logo changes.

Maggie will develop PR process and check list for Lindsey.

Maggie will contact Fireplace Gas Works and Steve Brown for information on lawn furniture.

Maggie will contact Tony Wagner for WIFI access on lawn.

Maggie will contact Steve Brown (from East Whiteland Parks & Rec) for location for star gazing.

Meeting adjourned 8:55 PM