

Malvern Public Library (MPL)  
Board of Trustees Meeting Minutes  
September 28, 2022

**Attendance by Zoom: Russell Robinson (President, Malvern Borough Appointee), Rebecca Dinucci (Vice-President, East Goshen Township Appointee) (arrival at 7:10 PM), Kathy Kavanaugh (Treasurer, East Goshen Township Appointee), Vicki Damiani (Secretary, East Whiteland Township Appointee), Carol Guest (Willistown Township Appointee), Barbara Ann Thav (East Whiteland Township Appointee), Maggie Stanton, (MPL Director)**

**Absent: Tara Badstubner (Willistown Township Appointee)**

**Also attending: Tom Teti (Potential Malvern Borough Appointee), Joe Sherwood (Chester County Library System Executive Director)**

**Call to Order: Russ Robinson called the meeting to order at 7:06 PM**

Joe Sherwood introduction.  
July Board minutes approved.  
No Treasurer's Report

See Board Packet for this meeting date for accompanying documents.

Consent agenda approved with the following comments:

President Robinson noted that, due to the recent national investment downturn, our investments have decreased significantly in value in recent months. The cash flow has been negative in the last three months, but we remain cash flow positive on a year to date basis. We must place more emphasis on fundraising. Other than our Give-A-Thon, we have nothing else planned for fundraising. That must change.

Secretary Damiani noted that the Director's report includes announcement of a county trustee training to take place on Saturday November 5<sup>th</sup>. We have been urging the county to reinstate these trainings especially since we have so many new members. Board members are urged to attend this training. Joe Sherwood added that another training is planned for October 26<sup>th</sup> 3-4:30 PM.

Tom Teti introduced himself.

## **Old Business**

New Logo

The new logo was discussed at the July meeting but no vote was taken at that time. Kathy Kavanaugh noted that feedback on the new website has been very positive. It is so much easier to use. Some adjustments to the website and logo were suggested at the July meeting and those adjustments have been made. Motion made and unanimously approved to accept the new logo.

### Building Improvement Update

New renderings were received yesterday. The Building Improvement Committee has not seen them yet. They will go out to the Board this month. Request made that the renderings go out on google doc. The hope is that the Board will approve the general overall plan and the specifics of the children's plan next month.

The new lawn furniture is in place. WiFi is now out front. Efforts currently underway for it to be available in the back, at the location of the lawn furniture.

The application for the Keystone Grant to finance MPL lighting improvement is underway. The director is working with the Borough of Malvern since the Borough must be the applicant. Deadline is October 13<sup>th</sup>. Awardees are to be notified in mid February. The director noted that the Borough has been helpful. Joe Sherwood reminded us that the library does not apply for a Keystone grant. Only a municipality can do that. The county will provide any assistance we need from them.

(After learning that an actual vote of support from the Board was required, the Board so voted by email on September 30<sup>th</sup>. Six Board members voted to approve the application for the Keystone grant. One member did not vote. One seat on the Board is currently vacant. The vote is on record with the Secretary.)

Initial work on the circulation desk has taken place. The middle section was evened out and a book drop created. More work is needed on the desk. Kathy Kavanaugh and Rebecca Dinucci are heading up plans for the additional work. Is the new desk still compliant? Yes. Nothing has changed in that regard.

### **New Business**

#### Library Credit Card

Discussion of the need for a MPL credit card the director can use so that she does not have to put any library purchases on her personal card. A cap of \$5,000 was suggested. A second person should review the activity on the card statements. Is a specific name required for the card? Joe Sherwood reported on the county procedure for credit card management. Motion made and unanimously approved to follow procedures to obtain a MPL credit card.

#### Governance/Policy Committee

Motion made and unanimously approved to accept the proposal for the Board Governance/Policy Committee as presented in the Board Packet.

#### Material Challenges Policy

An extensive discussion took place regarding the proposed Request for Removal or Relocation Policy (See Board Packet). Some issues raised were: Does the language set a negative tone? Does this policy match our collection development policy? All of these policies need to be updated. Should this policy specifically include or exclude donated materials? What is our gift policy? Shouldn't these challenges be part of the collection policy rather than a stand-alone?

Should programs and displays be separate from collection development? Concluded the following:

Materials and displays/programs should each have their own policy. Challenges should be part of those policies, not separate policies in themselves. The policy as presented in the Board Packet will not be voted on. Instead, we will rework our materials and program/display policies. We can limit our policy to just residents of our supportive municipalities or the county as we see fit. New policy drafts will be presented to the Board at the October meeting.

Comment regarding programs: We should have at least one Board member attending each of our programs.

#### Fundraising

Discussion. Really nothing has been done on this. We have a proposal from Wendy Waltman. There may not be many specifics there, but we will locate and review it. A meeting with Friends leader Danielle Kennedy, the Director, President, and Secretary and is scheduled for tomorrow. Danielle has extensive experience with fundraising.

Discussion of Action Items from July minutes.

Regarding attendance at programs, we have to get notice out in advance of the program. Should have at least 8 weeks lead time and 3 months to plan. Can we get lists of residents? No, that requires a fee. Instead, we should always ask patrons for their contact info. Joe Sherwood reminded us that we can contact patrons unless they check optout on their card application or they later unsubscribe on an email. We can send our newsletter to our patrons who don't optout.

Comment: We must be sure to regularly check the website and social media communications for typos and grammar errors.

#### **Action Items**

The Governance/Policy Committee will meet to discuss the agreed upon materials and program policy changes above.

Kathy Kavanaugh and Rebecca Dinucci will meet to discuss next steps on the circulation desk improvements.

Russ Robinson will present specifics on fundraising from the meeting with Danielle Kennedy in October.

Russ Robinson will distribute building improvement renderings and schedule a meeting of the BIC.

Russ Robinson will discuss next steps for Board membership with Tom Teti.

Barbara Ann will attempt to locate the fundraising proposal submitted earlier by Wendy Waltman and forward it to those meeting with Danielle Kennedy.

Note: **The October Board meeting will be in-person in the community room at the library.**

Meeting adjourned 8:27 PM.