

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

Attendance by 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), Carol Guest (Willistown Township Appointee), Tara Badstubner (Willistown Township Appointee), Barbara Ann Thav (East Whiteland Township Appointee), Maggie Stanton, (MPL Director)

Also attending: Tom Teti (Potential Malvern Borough Appointee)

Note: September minutes state that this meeting would be in-person. Various personal circumstances of the attendees on the evening of this meeting made it necessary to switch to zoom.

Call to Order: Russ Robinson called the meeting to order at 7:03 PM

September Board minutes approved.

Motion made and seconded for Tom Teti to become a member-at-large of the MPL Board of Trustees. Motion unanimously approved.

See Board Packet for this meeting date for accompanying documents.

The President raised a procedural issue regarding how questions about the written reports in the Board packet should be addressed. Is that done before the consent agenda is approved? Do those questions belong in New Business? Old Business? After a brief discussion, it was agreed that clarification questions regarding the Board packet reports should be addressed before the consent agenda is approved. If the issue requires a full discussion, a request to modify the existing agenda should be made.

There was a question based on the Director's Report regarding printing from various devices in the library. The county will provide what is necessary to allow printing from different devices. There will be no cost to MPL.

Report from the Governance/Policy Committee on the update of the Collection Development and Materials Selection Policy: Based on the outcome of discussion on this topic at the September meeting, this policy was reworded and updated to include a request for materials removal or relocation. This policy will come before the Board at the November meeting. It will be distributed to Board members within the next week. Members are strongly urged to review the policy when it is received and to make any suggestions for changes well in advance of the November meeting.

Consent agenda approved.

Old Business

Building Improvement

The overall plan has been distributed electronically. That plan is intended to set a framework for the project. Both of the full-time librarians have met with Terry of Benjamin Roberts Office Interiors. Clarification was given on what is meant by the term “entryway” for the purposes of this plan. That is from the entrance to the actual library, not the building, to the back where computers are currently located.

A request was made to have prior cost estimates reported with current estimated costs.

The President noted that the goal of tonight is to provide an overall view of the project without any financial commitment, and to get general approval from the Board. The project will be spread out over time. We need general approval to get started. Drawings might be changed later. All Board members were asked to express an opinion on the project.

Motion made and seconded:

That the BOT approve the overall plan for the Building Improvement Project, as presented, with the understanding that this does not authorize the expenditure of any money. Based on this approval the Building Improvement Committee will continue to refine the plans for each area and bring them to the BOT for final approval on a one-at-a-time basis, as the project progresses and plans are finalized.

Motion unanimously approved.

New Business

2023 Preliminary Draft Budget

Budget was put on the screen. See Board Packet for specifics on the proposed budget. Discussion: We may expect some small increase from municipalities. There was a \$12,000 increase from the state. We are very unlikely to meet our proposed \$30,000 target for fundraising this year. This must be stepped up in the coming year. Payroll is the biggest cost in the budget. Payroll costs increased this year with the hiring of another full-time staff member. We substantially underspent in Public Relations/Marketing and Fundraising. Questions on how much financial support will be needed for Public Relations/Marketing for next year. Questions regarding how much financial support will be needed for Programming. Some programs, like yoga, come with a cost. Others do not. Funding for Programming will go to \$2600. Funding for Public Relations/Marketing will stay at \$2500.

Kathy Kavanaugh will develop a plan for Public Relations/Marketing to send to Russ in two weeks.

Emphasis was placed on the value of programming to the library and the community. We should keep in mind that history is important to our community.

The purpose of this meeting with regard to budget was to familiarize Board members with the issues and proposed amounts. We must vote on the budget at the November meeting.

The Director explained the meaning of in-kind services to Board members who are new to the budget process.

Fundraising

Russ, Vicki and Maggie will meet with Friends lead Danielle Kennedy tomorrow to discuss plans for the development of a capital campaign for Building Improvement. Tara will be part of this Fundraising committee, but cannot attend this meeting. Tara will review all written materials associated with the campaign to ensure clarity and quality in writing style.

Question about Giving Tuesday. Maggie will address this and talk to Lindsey about it.

Donations will also be needed for operations, not just the capital campaign.

Question about the role of the Board in suggesting businesses to approach about donations. Board members are asked to send the name of one potential business donor to Russ. The name of the Board member who made the suggestion will not be shared with the business. Maggie reviewed our service area boundaries. She also reviewed how donor businesses are featured on our website. This process will be improved now that we have a better website. Discussion of the possibility of naming a room, area, or shelf for a donor. We must keep in mind that small businesses have substantial challenges right now. We must approach larger businesses. A “pitch video” for the website was suggested. We must create a face that is readily associated with the library.

Action Items

All Board members should prepare to vote on the proposed budget at the November meeting. Kathy Kavanaugh will develop a Public Relations/Marketing plan to present to Russ in two weeks.

Maggie will prepare for Giving Tuesday with Lindsey.

Russ, Maggie and Vicki will meet with Danielle Kennedy about a capital campaign tomorrow. Maggie will distribute a draft of the Collection Development and Materials Selection Policy to all Board members in the next few days.

Board members should forward any comments on that policy to Maggie as soon as the policy is received in order to allow for a vote on this policy in the November meeting.

Board members will each suggest one potential business donor to Russ.

The next Board meeting will be **November 16, 2022** instead of the 4th Wednesday due to the holiday.

Meeting adjourned 8:08 PM.