

Malvern Public Library (MPL)
Board of Trustees Meeting Minutes
February 22, 2023

Attendance by Zoom: Russell Robinson (President, Malvern Borough Appointee), 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).

Not attending: Tom Teti (Malvern Borough Appointee) Rebecca Dinucci (Vice-President, East Goshen Township Appointee)

Call to Order: Russ Robinson called the meeting to order at 7:07 PM

January minutes required a correction regarding Board meeting dates. All Board members had been sent the correction prior to this meeting. All those present noted that they had seen the corrected minutes. Minutes approved as corrected in the draft that was sent to the Director and Board members.

See Board Packet of this meeting date for accompanying documents.

Comments regarding the consent agenda:

The President posed questions regarding the MPL annual report to be prepared for the annual legislative breakfast. He would like to see what is prepared by staff. The Director plans to work on the report this week. Our new logo will be available for use in the report.

While there were no specific topics on the agenda for this meeting, one Board member suggested in an email that several issues be addressed. Those issues were the topics for the meeting. An important discussion was scheduled for the executive session after the meeting. If any of the topics in the Board member's questions required significant discussion time, they were to be postponed in order to allow enough time for the executive session.

Consent agenda approved.

Questions presented for discussion:

Discrepancy in minutes regarding meeting dates? Already addressed.

As it relates to the form 5500 filings for our 403b discovery, should we seek a 403b advisor to help manage the MPL retirement plan?

The President reviewed the history of required retirement plan reports that were never submitted. Several individual librarians in the system were not aware of the requirements and did not receive needed guidance from the central office. The President and Director have been working with an outside accountant to address the issue, which has been very time consuming. The accountant has experience in this area. This is not expected to be a problem in the future. A letter of reasonable cause will be submitted for the years 2001-2008. Since this is the second retirement issue that has come to light, do we need more guidance in this area? Of course, this

would come at a cost. Barbara Ann will explore the possibility of a third-party consultant. Perhaps our present accountant can recommend someone.

More details on why PayPal donations didn't transfer to our bank account
The Director just did not make the transfer.

Is it time for an investment fund committee meeting?

The financial advisor who volunteered his services when we set up our investment fund suggested that we not put more money into investments when we are in the midst of our building improvement project. The question is whether we should meet anyway under the investment plan we developed. The Director will locate the plan to help us recall what requirements we had set down.

Update on the Director's research regarding security cameras

The Malvern Borough police chief will provide more information. Also, we need to know more about what our costs could be. The Director will find out what other libraries in the CCLS are doing about this.

Discussion on recognition for donations and what does the library need that we can ask donors for

This issue has been discussed at length with the development officer at CCLS and with Danielle Kennedy, lead for MPL Friends, who has extensive experience in this area. There are issues related to time limits on naming and how specific MPL should be on what each amount of money will buy. Again, guidance was provided by the CCLS development officer. Individual contracts should be drawn up as needed. Stipulations for what donated amount is required for different things may change. We don't want to be too rigid with this and it is important not to label too many things. We need to develop an approved process that sets parameters without limiting our options.

Plans to replace Tara's board position

The Secretary reported having conversations with seven candidates regarding the open Board position for Willistown Township. These conversations included information on the CCLS, the approximate requirement of ten hours per month time contribution, the municipalities we serve, the interests and expectations of the candidate and the current issues before the Board. Several people have said they would like to go to the next stage of the process. That will be a meeting with the Board President and MPL Director.

Discuss our plans to attend the Legislative Breakfast

We need to carefully prepare our message, asks, and thank yous for the breakfast. The Director needs to know which Board members plan to attend. The event is Friday, April 21st, 7:30 AM-9 AM. It will be indoors this year. Invitations need to go to the municipalities. What is the best way to do that? The Director will mail invitations out to the supervisors.

Action Items

The Director will present plans for the annual report to the President

Barbara Ann will explore the possibility of a third-party consultant on retirement program issues.

Director will locate the investment plan and present at the March meeting.
Director will find out what other libraries are doing with regard to security cameras.
Board members should notify the Director of their intention to attend the Legislative Breakfast.
The Director will send Legislative Breakfast invitations to the municipalities.

Meeting adjourned 7:46 PM with Executive Session to follow.

THE NEXT BOARD MEETING WILL BE **THURSDAY** MARCH 23rd 7 PM.