

Malvern Public Library (MPL)  
Board of Trustees Report of August Activity and September Meeting Minutes  
September 27, 2023

*Report of August Board Actions Prior to the September Meeting*

The Board of Trustees of the Malvern Public Library does not meet in August. Since the July meeting resulted in an unexpected request from the director that required board action, the following events took place through electronic communication between July 26, 2013 and September 1, 2023.

- The director provided a proposal for redesign of the library entryway that included a new circulation desk
- Board members asked questions regarding the proposal and received responses from the director and the board president
- The board president made the following motion on August 25<sup>th</sup>:

“I move that the board approve a new circulation desk of the style that Maggie presented at the July board meeting. Exact colors and details to be decided by the Building Improvement Committee, taking into account the comments and questions that board members have raised. Further, it is implicit in the decision to put in the new desk that the entire entryway floor will be removed and replaced.”

Upon request to include a dollar amount in the motion, the president changed the motion to:

“I move that the board approve \$45,000 for the improvement of the entryway and the installation of a new circulation desk, in accordance with the attached “Corrected/Final Presentation of Maggie’s Proposal.” (This is attached as "RJR Analysis")

- This motion passed with approval by email, finalized on September 1, 2023. All voted for approval except Vicki Damiani who was unavailable by email.

Victoria Damiani  
Secretary

*September Meeting Minutes*

**Attendance by Zoom: Russell Robinson (President, Malvern Borough Appointee), Rebecca Dinucci, (Vice-President, East Goshen Township Appointee), Rebecca Faulk (Treasurer, Willistown Township Appointee), Vicki Damiani (Secretary, East Whiteland Township Appointee), Carol Guest (Willistown Township Appointee), Helise Bichevsky (Malvern Borough Appointee), Ann DiMedio (Willistown at-large Member), Maggie Stanton (MPL Director)**

**Also attending: Danielle Kennedy (MPL Staff Member/Lead for Friends of the Malvern Public Library), Emily Quillen (MPL Children's Librarian)**

**Not attending: Kathy Kavanaugh (East Goshen Township Appointee), Barbara Ann Thav (East Whiteland Township Appointee)**

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

See Board Packet of this meeting date for accompanying documents.

Suggestion made that it would be helpful and informative for board members to see brief bios of one another. Also, some library websites post brief bios of board members. Vicki will find sample bios for us to use as a model. Bios will be shared among board members and consideration can then be given to posting the bios on the website.

July board meeting minutes were already approved by email.

**Comments regarding reports and the consent agenda:**

Question about the next county board member training. Has the final date been set? Maggie will check and let us know.

The president noted that the Vanguard financial resources transfer has taken a lot of the treasurer's time.

The treasurer reviewed MPL financial gains and losses. See accompanying board packet. Recent changes leave us with more secure investments and fixed rates.

Regarding the Friends report. The hope is that Theresa Gallo will return as book sale lead. We will know more in January. The suggested new approach for the book sale will be shared with her at that time. See Board Packet. Currently the suggested changes are just for information and board consideration. We do not have plans for a book sale in the near future. Whether we are able to implement some of the changes will be determined by our storage options.

The new MPL mugs with our logo suggest the possibility that we might also have shirts with the logo for our staff and volunteers. This has been discussed several times in the past. Danielle will explore the possibility.

Reminder of our free outdoor movie night with Parks and Rec of Malvern Borough. We will have a table there.

Quilt basket raffle was described. Board members and Friends will be asked to sell tickets as of October 1<sup>st</sup>. The basket will be on display in the library with a drawing on December 15<sup>th</sup>.

Building Improvement Update: We have a Costars vendor for the flooring phase of our project as required by the Borough. Helise and Russ will attend the Malvern Borough meeting on October 3<sup>rd</sup> where that will be finalized. Regarding our Keystone Grant, we are still awaiting the bid proposal that is to be written by the solicitor the Borough has assigned. We are very close to the deadline on that and several contacts have been made with the Borough.

Regarding programming, the Paoli Battlefield presentation was well received. Since Danielle has been doing PR for our programs, none have had to be cancelled for lack of attendance. We have had better attendance this year to date than all of last year.

Consent agenda approved.

### **Old Business**

Storage issues on site are paramount if we are going to continue to have book sales that do not require that volunteers transport books. The additional money from our fundraising efforts will allow us to add storage into our improvement plan. The president put forth a proposal allowing for construction of a new storage closet in the Community Room, installation of shelving in the Community Room closet, and renovation of the closet in the stacks for a total of \$23,000. See Board Packet. Motion made and seconded to approve the proposal as written in the Board Packet. Unanimously approved.

The MPL policy regarding security cameras was discussed in prior meetings. The suggested changes were made by the Governance and Policy Committee. Motion made and seconded to approve the Camera Policy. Unanimously approved.

### **New Business**

#### **Decision Center Questions**

Back in April, the board developed several questions to be addressed from data obtained at the county Decision Center. The purpose of this exercise is to determine what the patrons want and how MPL can best meet their needs. The director presented on a few of those questions. More will be addressed later. See the Board Packet for accompanying graphs. One theme that emerged is that the greatest number of checkouts at the library is by parents of children. Another is the substantial library use by East Whiteland residents, although municipality comparisons are difficult due to the different populations in each area. A main question yet to be answered is to what degree our patrons find what they need at MPL and to what degree they have to request material from elsewhere in the system. We need a report on the percentage of materials patrons check out that are our materials and what percentage come from other libraries.

Given the data gathered so far, shouldn't we increase and update our collection in areas appealing to parents? Might that be parenting books or child mental health? The children's librarian noted those materials are outdated. She was urged to create a wish list on both of those topics. The most effective way to do that would be to rate each item as A, B, or C based on priority. We have the funds to improve our collection. The purpose of the Decision Center questions is to do that.

#### **Give-a-Thon**

The second Give-a-Thon letter is in the Board Packet. Discussion of whether amount of money donated for each giving level should be on the letter. Concerns that those amounts and the amounts for the capital campaign would be in conflict and confusing to donors. No change will be made for this year. Discussion of how to expand the circulation of the letter to more businesses. The treasurer asked about whether the contact she suggested to a major business had yet been made. It had not. Discussion of importance of not mixing our focus between the capital campaign and our regular fundraising efforts.

**Christmas on King**

This event is the weekend after Thanksgiving, a very difficult time to get staff or volunteers to attend. Since MPL has attended several Borough events this year, we can skip this one. We need to make an effort to attend an equal number of events in our other municipalities. Board members should let Danielle know of any events in their area MPL might attend. Suggestion that MPL should attempt to have all community newsletters sent to the library so we can follow their events.

**Other Comments**

The director noted that she will be attending the PA Library Association conference next week.

**Action Items**

Vicki will explore bio models and share with the board.

Maggie will determine the exact date of upcoming board training from the county and inform all board members.

Danielle will explore cost and process for obtaining MPL shirts with our logo for volunteers and staff.

Maggie will present on more Decision Center questions at the next meeting, with special emphasis on what percentage of items crossing the MPL circ desk is MPL material and what percentage comes from other libraries.

Emily, in association with Maggie, will create a wish list of new materials related to parenting and child mental health. Items will be rated with A, B, or C on priority.

Meeting adjourned 8:15 PM

The next MPL board meeting will be Wednesday October 25<sup>th</sup>, 7 PM **IN PERSON** at the library.

Victoria B. Damiani

Secretary

Malvern Public Library Board of Trustees