

Malvern Public Library (MPL)
Board of Trustees Meeting Minutes
October 25, 2023

Attendance in person: Russell Robinson (President, Malvern Borough Appointee), Rebecca Faulk (Treasurer, Willistown Township Appointee), Vicki Damiani (Secretary, East Whiteland Township Appointee), Barbara Ann Thav (East Whiteland Township Appointee), Helise Bichevsky (Malvern Borough Appointee), Ann DiMedio (Willistown Township, At-large member), Maggie Stanton (MPL Director),

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

Not attending: Rebecca Dinucci, (Vice-President, East Goshen Township Appointee), Kathy Kavanaugh (East Goshen Township Appointee), Carol Guest (Willistown Township Appointee)

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

See Board Packet of this meeting date for accompanying documents.

Unanimous vote to accept September minutes.

Comments regarding reports and the consent agenda:

Some issues of high priority related to programming and a staff shortage were mentioned in the director's report. Due to their importance, both of those topics were moved to New Business. The children's librarian was asked to expand on several of the items in her report including expenditures for the ARPA grant and specifics on a new game club. She described the 100 Books Before Kindergarten program. Discussion on how these services are promoted. There were questions regarding how attendance at children's programs gets reported. Distinctions are made between summer programming and other reports. Comparison data from last year were requested.

Regarding the Friends and Fundraising reports, we have exceeded our fundraising target for this year. We will not seek additional grants right now. Contributions will still be accepted and several that might result in donor naming are being discussed. Comment was made that we should review naming categories. Approximately \$276,000 has been raised so far. The director reported on funding received from municipalities. What will come from the state is uncertain at this time. Costs for MPL mugs and totes are being explored.

On the Director's report, there was a comment that it would be helpful for the board to know if community contacts are yielding anything specific in cooperative programming or joint events. An update was provided on the building improvement report regarding activity since the report was written. Contractors for the project met this week with the director, the president, and the secretary. They went through the building. Emphasis was placed on the necessary information to be provided to Malvern Borough so they will be fully informed.

Old Business

Regarding bios, two board members requested that they not be posted. Bios will be distributed just among board members. Each member is asked to send a brief bio to Maggie. She will compile and distribute them.

New Business

Children's Collection Proposal

This was a follow-up based on data reported at the last meeting that showed a good number of our in-house patrons to be parents. At the time, the children's librarian noted that our parenting collection should be updated. The need for updated materials related to children's mental health issues was also noted. (See board packet for the proposal.) Main points noted:

Some nonfiction books in children's section are 10 years old or older.

Parenting collection is not popular among patrons.

Discussion of where new books should be placed.

The president suggested that the proposal might be underspending and could be higher.

The children's librarian would prefer to not make too many changes at once.

Ranking materials requests as A, B, or C based on importance was mentioned again as it was last meeting.

The Young Adult collection is not included in this update.

Motion made and unanimously approved to give the children's librarian an additional \$700 over budget.

Discussion of increase in mental health issues in the schools with suggestion of partnership between our children's librarian and the Great Valley HS librarian. Ann DiMedio will help facilitate that connection.

Our director has done mental health first aid training.

Collection Development Report

This is a further exploration of data gathered from the Decision Center on the status of MPL collection. (See board packet for related graphs.) Main points:

We have 26-28,000 items at the MPL.

Children's is the largest collection. Adult is second. Young Adult is the smallest.

An item is classified as new for 3 months and then moves to the regular collection.

Discussion of what the community really wants and how we are to know. Wouldn't material on hold obtained from other libraries provide that information? The director shared her impressions.

We still need data on what percentage of material that crosses our desk is MPL and what percentage comes from other libraries. We will have that when all of the Decision Center questions developed by the board are answered.

Donation-Room Naming

Discussion of potential donation and how long a named location should last. Have we been specific enough with this? Should we specify reasons for removing a name? Maggie and Danielle will look into donor naming and typical policies for assigning and keeping a name.

Programming Issues

Issues that have arisen in the programming committee will be discussed separately with the participants.

Closing and Staff Shortages

The library has been closed on some afternoons and evenings due to staff shortage. An extended discussion took place regarding how much had been done to get the word out on these positions. The director reported that the position does not require a degree. Some of the suggestions for

getting the word out included contact with local universities, prominent announcement on web and Facebook pages, notice on circulation desk and door, and notification of Friends, among others ideas.

Other Comments

The director announced that service areas as set by the county will probably stay the same this year

Action Items

The children's librarian will expand the collection with additional funds agreed to at this meeting.

All board members will submit bios to the director for distribution among board members only. Ann DiMedio and the children's librarian will reach out to foster a relationship with the Great Valley HS librarian.

The director will work toward addressing Decision Center questions including percentage of MPL material crossing the MPL circ desk.

Danielle and Maggie will firm up room naming procedures.

The director will take appropriate actions to expand awareness of our open positions.

The president announced that a brief executive session would follow the meeting.

Barbara Ann Thav resigned her position on the board.

Meeting adjourned approximately 9:00 PM

The next meeting will be **November 15, 7 PM IN PERSON** at the library, with executive session to follow.

Victoria B. Damiani

Secretary

Malvern Public Library Board of Trustees