

Malvern Public Library (MPL)
Board of Trustees Meeting Minutes
November 15, 2023

Attending in person: Russell Robinson (President, Malvern Borough Appointee), Rebecca Faulk (Treasurer, Willistown Township Appointee), Vicki Damiani (Secretary, East Whiteland Township Appointee), Helise Bichevsky (Malvern Borough Appointee), Kathy Kavanaugh (East Goshen Township Appointee), Carol Guest (Willistown Township Appointee), Maggie Stanton (MPL Director) Attending by phone: Rebecca Dinucci, (Vice-President, East Goshen Township Appointee),

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

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

See Board Packet of this meeting date for accompanying documents.

Unanimous vote to accept October minutes as they were distributed by email and identified as DRAFT 2. Minutes in the board packet were not correct.

No comments regarding the consent agenda. Consent agenda approved. The budget will be the focus of this meeting.

New Business

Holiday calendar and board meeting dates approved.

Budget

The 2024 budget proposal was reviewed in detail. See board packet for documents that were presented by the treasurer. Topics leading to the most discussion were:

Overall increase in the budget to be presented over that of last year is approximately \$7,000. Discussion of what to expect from the sale of mugs and totes.

Current costs for personnel are running lower than budgeted for last year. This is due to the resignation of a full-time employee whose responsibilities were redistributed among part-time staff.

Expectation is that we will shortly be able to hire someone to work the shifts that have not been covered.

Discussion of the 12% rule regarding materials. We might be able to make a case for going over that given our building improvement project and upcoming review of the collection.

Discussion of periodical use. What purchases are cost effective based on use? Might we direct patrons to accessing more periodicals online? More research is needed to determine which periodicals might be best accessed online. Would more laptops make it easier for people to access periodicals? Should we provide more instruction on how to do that?

Discussion of audio/music access. DVDs rarely used now. We only purchase top movies in that format. DVDs don't even sell at the book sale. This is a bit different for children, where a few are still used. Audio books for children are a high circulation item.

Discussion of the high value to be placed on public relations and the importance of new ideas in that area, even if we have to go over budget.

Discussion of the ways to improve the format for presentations at the library. This will be addressed by the building improvement when we have a movable screen that can be accessed directly by computer.

Discussion of the need for new holiday decorations and in what category those purchases should be placed. Purchase of most of this will be postponed until after the building improvement so we can choose what fits best. A separate category will be added to the budget for decorations.

Discussion of the need to up the programing budget to \$1,000 over last year.

In summary, this new budget, as amended, would lead to approximately a \$7500 shortfall.

Action Items

Library staff will further evaluate which periodicals are best accessed on line and which should be purchased.

Meeting adjourned at 8:45 PM with executive session immediately following for the discussion of personnel issues related to budgeting.

The next meeting will be **December 20, 2023, 7 PM IN PERSON** at the library.

Victoria B. Damiani
Secretary
Malvern Public Library Board of Trustees