

Malvern Public Library (MPL)
Board of Trustees Meeting Minutes
January 24, 2024

Attending by Zoom: 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), Ann DiMedio (Willistown Township At-large member), Maggie Stanton (MPL Director)

Also attending: Emily Quillen (MPL Children's Librarian)

Not attending: Rebecca Dinucci (East Goshen Township Appointee)

Call to Order: Russ Robinson called the meeting to order at 7:04 PM

See Board Packet of this meeting date for accompanying documents.

Unanimous vote to accept December minutes.

Question regarding the Consent Agenda: On the communications report, what is meant by the term open? That refers to the openings of an email. Can we determine what type of recipient opens? The director will see if that can be done. Consent agenda approved.

Old Business

Building Improvement update: Painting has taken place. The base is in for the flooring. Flooring will be completed tomorrow. If things go as they have been, we may be able to shorten our timeline. Question about window treatments. That has not been decided. Window treatments have not interfered with painting. We will need blackout curtains. Malvern Borough has approved the contract for lighting. Board approval is needed to meet our financial responsibility on the grant project. The president is asking for just a bit of increase over the estimated amount in order not to have to return to the board to get approval for a small increase. Of course, he will spend the least amount required. The estimated amount was \$19,150. The request is for \$22,000.

Motion made and seconded that MPL Board approve the payment of \$22,000 for the Keystone Lighting Project. Unanimously approved.

New Business

Programming

The president introduced a discussion of programming, how we have addressed it in the past and how we want to handle it in the future. How should the program plan be coordinated between the director and the board? The board set up a board programming committee because our programming attendance was weak. Programming is an important part of our service to the community and our county resource formula. We need to do all we can to enhance our effort in

this area. We need a detailed report on programming. What is working well and what is not?

Questions generated:

Are programming reports broken down by children/adult? No

Have we spent all of our program budget? No for the adult budget, but for children, we overspent. There is no carryover from year to year. Budgeting does not work that way. Adult and child allotments do not compensate for each other. Each is budgeted independently. Attendance at programs offered has improved with our substantially enhanced outreach.

How should programming success be defined?

The director pointed out that the board should not be involved in program topic selection and added that some programs we are responsible to provide may not get much attendance. We still need to do them. Some programs take awhile to catch on. Since programming is part of the resource formula, CCLS keeps attendance data. The board has access to that information.

What data does the board need?

We should know what comparable libraries are offering. We should know what programs are most successful. We should know if more financial support is needed in this area. The children's librarian said she has access to information on what other libraries are offering and can easily provide it. The director will provide the president with programming data for 2023 and the children's librarian will provide information on the other libraries.

The general conclusion is that we must continue to improve our programming. To do that we need to stay current on related data and be open to allotting more financial resources if needed.

Some questions related to specific upcoming programs were addressed.

New East Whiteland Board Member

The president, secretary and director have met with Bill Holmes who has agreed to make application to East Whiteland as their new representative on the MPL board. Bill has extensive related experience. The secretary suggested that Bill be approved as an at-large member until the process with East Whiteland is complete. Motion made, seconded, and unanimously approved. The director will provide Bill with the necessary information for completing the process with East Whiteland and the secretary will notify Bill regarding approval of at-large membership.

Contributions

The president reviewed our operating fund donation history by year. 2023 saw an increase. Our donation jar has really been effective. We should keep a record of those donations on a monthly basis. Many thanks to Kimberton Whole Foods for their regular support.

General

Are we being sure to thank our programming presenters? Discussion of need for volunteers to assist with reorganization after the renovation. Emily will coordinate with Ann DiMedio on a volunteer schedule.

Discussion of the PA Library Association training for Friends and trustees. If we have enough interest, we can arrange for group attendance in a central location. So far, we have interest from

Danielle and Helise. Anyone interested in attending should contact Vicki. If we don't have enough for a group, each person can arrange for their own registration with support from the training fund.

Action Items

The director will find out if the type of patron responding to MPL emails can be determined.

The director will provide the president with programming data for 2023 and the children's librarian will provide information on programs offered at other libraries.

The director will provide East Whiteland board applicant, Bill Holmes, with information on the process for approval in East Whiteland.

The secretary will notify Bill of his at-large membership approval.

Emily and Ann will work together to coordinate volunteers to assist after the renovation process is complete.

Board members will let Vicki know if they would like to attend the PLA training.

Meeting adjourned at 7:59 PM with executive session for voting members immediately following.

The next meeting will be February 28th 7 PM.

Victoria B. Damiani

Secretary

Malvern Public Library Board of Trustees