

Malvern Public Library (MPL)  
Board of Trustees Meeting Minutes  
February 28, 2024

**Attending: Russell Robinson (President, Malvern Borough Appointee), Rebecca Faulk (Treasurer, Willistown Township Appointee), Vicki Damiani (Secretary, East Whiteland Township Appointee), Helise Bichevsky (Malvern Borough Appointee), Rebecca Dinucci (East Goshen Township Appointee), Carol Guest (Willistown Township Appointee), Ann DiMedio (Willistown Township At-large member), Bill Holmes (East Whiteland Township At-large member), Maggie Stanton (MPL Director)**

**Also attending: Shannon Doran (East Goshen candidate for At-large member), Emily Quillen (MPL Children's Librarian), Danielle Kennedy (MPL Staff Member/Lead for Friends of the Malvern Public Library), Moses Sharpe (MPL Staff Member/Adult Programming Coordinator)**

**Not attending: Kathy Kavanaugh (East Goshen 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.

Introduction of new members.

Unanimous vote to accept January minutes.

Consent Agenda approved

### **Old Business**

The president provided a building improvement update. The work has progressed more quickly than we anticipated. Funds for the improvements have been approved by the board, but a transfer of funds is needed to actually pay the bills that have come due. To that end, the president made the following motions which were unanimously approved:

- a. Transfer \$7,000 from NBOM account in the Operating Fund to the CCLS account in the Building Fund
- b. Transfer \$40,000 from the CCLS account in the Operating Fund to the CCLS account in the Building Fund
- c. Transfer \$70,000 from the Vanguard Money Market account in the Investment Fund to the CCLS account in the Building Fund

There was some discussion regarding the Keystone Lighting Project. In January 2024 a motion to pay \$22,000 for the MPL's portion of the Keystone Grant lighting work was approved. The work on the lighting project is expected to be finished by March 11<sup>th</sup>. If the MPL's share of the cost of that work comes in below the amount approved in January, the difference will simply be unspent.

Update on when furniture is expected.

### **New Business**

Many thanks to Rebecca Dinucci and Rebecca Faulk who will both be leaving the board effective this month. Bill Holmes and Ann DiMedio have been approved by their respective municipalities. Motion made and unanimously approved for both to become full members of the MPL board. Motion made and unanimously approved for Shannon Doran to become an at-large member.

### **Conflict of Interest Policy/Governance Issues**

The chair of the Governance Committee reviewed the purpose and mission of the Governance Committee for information of the new board members. The Conflict of Interest Policy is ready to be considered for board approval (see board packet). Policy unanimously approved.

Comment made on the effectiveness of our at-large membership procedure in allowing us to keep a full board of well-informed members. Without objection, the Governance Committee chair will ask the board to consider at-large membership when new board position openings are anticipated.

### **Programming Issues**

The president asked the board to evaluate the MPL program process for future discussion including where we are and how we might engage in improvements if needed. With the funds we currently have available, we can do more with programming than we have in the past. Do we have some new ideas? Can we do some programs on-site at the municipalities? Do we need to pay some presenters? Discussion followed with questions from the director on what the role of the board should be in programming and concerns about resources, as well as reminders to board members to attend their municipality meetings. Some brainstorming followed regarding ways to reach out more successfully and to have programs on-site in our areas. Review of some summer programs for children. Question to the director on what her vision is for programming. Discussion of our current use of social media for getting the word out on programs. Comments on effective ways to gather and use program attendance data. What do we know about our demographics? All of this is what is considered “customer touch” in our formula. Programming does affect who comes into the library. Is programming a full-time job? Are we doing enough programming to bring people in? One board member, working with Malvern Borough Parks and Rec, commented on ways they and MPL can work together.

### **General**

The director is putting together a plan to invite each municipality to see the building improvements.

Theresa, a member of the MPL Friends, who so successfully led our book sales in the past, has agreed to continue. Will we be ready for a sale in the fall? Books for the sale will be kept on site now that we have the storage space.

Brief discussion of the social media policy to be developed.

### **Public Comment**

Staff member, Moses Sharpe explained that programs are planned up until the end of this year and expressed his opinion that programming is fine.

Adjourned 8:35 PM

The next meeting will be March 27, 2024 7 PM.

Victoria B. Damiani  
Secretary  
Malvern Public Library Board of Trustees