

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

Attending in person: Russell Robinson (President, Malvern Borough Appointee), Bill Holmes (Vice-President, East Whiteland Township Appointee), Vicki Damiani (Secretary, East Whiteland Township Appointee), Helise Bichevsky (Malvern Borough Appointee), Carol Guest (Willistown Township Appointee), Shannon Doran (East Goshen Appointee), Maggie Stanton (MPL Director)

Not attending: Kathy Kavanaugh (East Goshen Township Appointee), Ann DiMedio (Willistown Township Appointee)

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

Call to Order: Russ Robinson called the meeting to order at 7:02 PM

See Board Packet of this meeting date for accompanying documents.

Unanimous vote to accept March minutes.

Consent Agenda approved.

New Business

AV Systems Installation-See Building Improvement Committee Report in packet. Meetings were held with 2 companies, both COSTARS approved, for installation of AV equipment in the Community Room and the Children's Annex. The Community Room requires a more complex system to allow for varied programming needs. Arrangements are also being finalized for total darkening shades in the community room.

Motion made and unanimously approved:

That the MPL Board approve \$17,600 for the purchase and installation of audio/visual equipment for the Community Room and the Children's Annex.

It was noted that Malvern Borough has extensive experience with complex AV equipment. We might check with them to see what issues have arisen.

Notification Regarding Interim Director-See letter in packet.

The Chester County Library System business and tech divisions require notification that Emily Quillen will be interim director of the MPL. Letter of notification transferring responsibility to Emily Quillen unanimously approved.

Discussion of President's Report

In the interest of conserving time of the interim director, it is suggested that the board packet be reduced during the interim to financial and director's reports only. Any other reports should be sent by the writer to board members. The secretary should send the minutes to each board member. Board members are asked to consider any other appropriate ways of reducing the time commitment of the interim director.

During the search for a new director, executive sessions will be held after each board meeting. Until further notice, all board meetings will be in-person with the vice-president chairing the meeting and the president calling in.

Treasurer's Report-See Board Packet

The Operating Fund is cash flow positive year to date, but negative for March. Questions regarding how and when we receive our funding from the municipalities were addressed. The MPL paid \$15,350 to Malvern Borough for the lighting project. After that payment was made, \$26,629.80 remained in the Lighting Fund. A motion was made and approved to transfer that amount to the Building Fund from the Lighting Fund.

Building Improvement

This project has stayed on schedule. Furniture for the director's office is due on Monday. End caps on the shelves were to be delivered ahead of schedule. We needed to get them to delay a bit. End caps and AV will be the last to be done. Some discussion of how and when shelving will be done. The door to the director's office needs to be replaced. It is not the door that was on the rendering. Golden Hands has agreed to take care of that. Draft designs for above doors and acknowledgement of donors were reviewed.

Public Comment

Moses Sharpe commented on the proposal the director has put forth for a full-time position to address adult programming and circulation management.

Adjourned 7:35 PM Executive session to follow.

The next meeting will be Wednesday **May 22, 2024** 7 PM.

Victoria B. Damiani
Secretary
Malvern Public Library Board of Trustees