

Malvern Public Library (MPL)
Board of Trustees Meeting Minutes
June 26, 2024

Attending in person: Bill Holmes (Vice-President, East Whiteland Township Appointee), Vicki Damiani (Secretary, East Whiteland Township Appointee), Carol Guest (Willistown Township Appointee), Ann DiMedio (Willistown Township Appointee), Kathy Kavanaugh (East Goshen Township Appointee) arrived 7:03

Attending by Zoom: Russell Robinson (President, Malvern Borough Appointee), Shannon Doran (East Goshen Township Appointee)

Not attending: Helise Bichevsky (Malvern Borough Appointee)

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

Call to Order: Bill Holmes called the meeting to order at 7:01 PM
Announcement that an Executive Session will follow this meeting.

See Board Packet of this meeting date for accompanying documents.

Unanimous vote to accept May minutes.

Regarding the agenda, a request was made to add a discussion regarding the re-establishment of an Investment Committee. This can be addressed at the time of the CD discussion. The status of the off-site storage facility should also be discussed.

Consent agenda approved with added topics.

Old Business

Library Director Status Update

The new director, Justine Fafara, will begin on July 15th. Discussion of who will welcome her and who will lead her orientation to the MPL. Shannon and Bill will be available for welcome. Shannon will put together a "welcome to Malvern" basket.

Justine now has all of the necessary clearances. Since all staff are employees of the library, and not the Borough of Malvern, clearances should go the library. Danielle and Bill are working on a press release for the director's arrival. They will run it by Justine before sending it out. Locations will probably be Patch, CCLS and our newsletter. The release to the county system should probably go to Joe Sherwood. He is our contact person since Agatha will retire in a couple of days. We may need to check with Joe if there are questions regarding Justine's county orientation. A reminder that CCLS does payroll for us.

As we agreed, there will be a probation period for the new director. Thoughts regarding goals to be set should be sent to Bill. Justine will probably have her own goals that should be incorporated.

All arrangements for the search, such as those in LinkedIn, will have to be closed.

Status of Building Improvement Project

We are very close to the end. Book shelves in the reading room area still need to be installed and the reconfiguration of the portion of the circulation desk in that area has to be done, along with WiFi work under the desk. Questions came up about how to handle window coverings. Blinds in the children's room need work. Maggie reportedly talked to the borough about them since they were provided by the borough. We will see how the new director wants this handled.

Vendor Choice for Signs

Danielle reported that we have two quotes for the signs. That summary and preliminary drawings were provided to Russ. He will attend to this after July 19th. More information is needed on how long it will take to get the signs done. We will want them for the opening. We will need signs for the children's library, adult stacks, and the community room. A preliminary sketch has also been done for the donor plaque. We will need a separate plaque for the main donor, who does not want a room named for him. We also need a plan for letters to go on our doors with our hours.

Opening Event

We need dates and a committee to plan this event. We need a budget, date, and committee chair. Discussion of pros and cons of different dates led to November 16th in the later afternoon. Danielle Kennedy, Kathy Kavanaugh, and Ann DiMedio will be committee members. Bill Holmes will be the lead signatory for finances. Discussion of budget amount, who should be invited, and in what way. Might we have two different events on that day, one for the community and other for donors and community leaders? Might we start with an open public event? Board members should send suggestions regarding invitees to Danielle. This topic should be on the agenda for next month's board meeting.

New Business

Voting Poster for General Election

Discussion of a small poster reminding people to vote. This is a totally nonpartisan poster that only reminds people of the voting date. Where should it go? Unanimously approved. Will be placed on the bulletin board. The MPL will not agree to any presentations or materials that are partisan during the election.

Electronic Key FOBS for Board Members

One board member has requested that we consider the provision of electronic key FOBS for board members so they will have access to the building at any time. The president polled members to see who might want a FOB. None of the board members present want a FOB.

Decision Regarding the CD that Comes Due on July 19th

Value of the CD maturing on July 19th is \$225,000. That date is before the next board meeting so a decision needs to be made tonight on what to do with that money. The president/treasurer noted that Fidelity offers a rate of 5.25 which is higher than he has found at other banks. The objective of our original investment committee was to achieve a return of 4%. We have exceeded that with our CDs. Another of our large CDs will mature in November. We will need a general

discussion about what to do with our investments if CD rates go down. But, this current discussion is just about what to do with one maturing in July. Motion made and unanimously approved to go with the Fidelity CD with a rate of 5.25. Bill is our second signatory and can take care of this in the president/treasurer's absence.

Discussion of the need to re-establish our Investment Committee. Our policy states that a committee should regularly review our investments. This has been done by the whole board since we have gone mostly to CDs. But, we do need a committee, especially if the need arises to explore options beyond CDs. Russ, Bill and Kathy will be our Investment Committee.

Other Topics

Discussion of the amount of off-site storage available to us and the potential need to use it as we clean up after construction and prepare for the arrival of the new director. Discussion of type of bins that might be placed above the storage area in the community room. We also need two two-drawer file cabinets that lock for personnel materials. Vicki will explore options for bins and the file cabinet and share with Emily.

Discussion of First Amendment audit policy. The CCLS does not permit taping in the library. We need to update our patron policy to include this issue.

Action Items

Bill and Shannon will welcome Justine on July 15th.

Shannon will put together a "welcome to Malvern" basket for Justine.

Bill and Danielle will run the proposed press release regarding our new director by Justine before sending it out.

Board members should send thoughts regarding the probationary goals for Justine to Bill.

Members of the Search Committee will ensure that search related links are cleared.

Russ will review plans for signage.

Board members should send suggestions for who gets invited to our opening event to Danielle.

Vicki will make a note to put the First Amendment policy on the agenda for the Governance/Policy Committee.

Vicki will explore options for two-drawer file cabinets and additional storage in the community room.

Adjourned 8:15 PM Executive session to follow.

The next meeting will be **Wednesday, July 24th ,7 PM** in person at the library.

Victoria B. Damiani

Secretary

Malvern Public Library Board of Trustees