

Malvern Public Library (MPL)
Board of Trustees Meeting Minutes
July 24, 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), Helise Bichevsky (Malvern Borough Appointee) (arrived at 7:07 PM), Justine Fafara (MPL Director)

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

Also attending: Emily Quillen (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 PM

See Board Packet of this meeting date for accompanying documents.

Unanimous vote to accept June minutes.

Consent agenda approved.

Introduction of new director, Justine Fafara. Her county orientation has begun. The county position of Agatha Lyons has been filled with an anticipated start date of August 5th.

No Old Business for this meeting.

New Business

East Goshen and Municipality Meetings

Discussion of a the presentation to the East Goshen Board of Supervisors which is to take place August 6th. Of our East Goshen representatives, Shannon will be away and cannot attend. Kathy will attend if she is not traveling.

There will also be presentations to each of the municipalities especially regarding all of our recent building improvements. The director plans to develop a regular attendance schedule at the supervisor meetings for each of our municipalities. Dates of meetings for each of the municipalities was reviewed. There was a reminder that lead time may be needed to get on a meeting agenda. Bill will check into that.

We are now in the East Goshen newsletter.

Regarding Malvern Borough, Tiffany has left her position. As far as we know, there is no replacement yet.

Presentation for Paoli Hospital Auxiliary

They would like a presentation on what is available at the library. That would not take place until April of next year. They wanted us to discuss the date now to get it on their calendar. The presentation will be on April 10 at 9:30 AM. Justine will do the presentation.

Status of Building Improvement Project

The remaining work on the circulation desk and book shelves will be done on August 2nd. Some touch up painting may be needed. To ensure adequate cash availability in the Building Fund, \$20,000 needs to be transferred into the Building Fund from the Investment Fund. Motion made and unanimously approved to make that transfer.

What else needs to be done? Window shades are in poor condition and are provided by the Borough. Even though the time may not be optimal for the Borough, the shade issue will have to be addressed.

Russ and Justine will meet before our next board meeting to discuss budgeting and finance.

Upcoming Celebration Event

The planning committee met before this board meeting and plans for 3 PM on November 16th are underway. We will have to extend our open hours on that date. We will need more specifics before we discuss plans with the Borough, but Helise will give them the date. Number of speakers will be kept to a strict minimum and those who speak will be asked to be brief. Justine will be one of the speakers. Additional discussion of number of those to be invited, how to keep a head count, whether to have a tent or food trucks, and how parking will be handled. Sample invitation reviewed.

Donor Signs

Questions regarding where we are with plans for these. After this amount of time since the last quote, do we need a new one? How should we address board approval for the cost since we don't have a certain quote now and will need to do this before the next board meeting? Motion made and unanimously approved to allow the cost of donor plaques not to exceed \$5,000. Russ and Justine will finalize the plan for the donor signs.

Goals for our new director, Justine Fafara.

Part of the plan for the new director was setting of goals to be addressed in the first 3 months of employment. Board members were asked at the last meeting to submit suggestions to Bill. Those general areas are:

- Complete onboard orientation provided by the county
- Become acquainted with staff
- Begin community outreach
- Understand budget and operational aspects of the director's role

The board looks forward to hearing Justine's suggestions on future plans for MPL. Justine reported that she has already reached out to two community groups in the area. The board is very appreciative of the Friday updates she has started to send. They are very helpful in improving communication.

Discussion of the future role of the board in policy development and review. Up until this time, policy has been included in the Governance Committee of the board. The director suggested, and the plan was approved, that she take the responsibility for reviewing existing policies and that the committee be involved in drafting policy that is new. Regarding the First Amendment Policy, there probably is a model available through the county. Justine will check on that.

Action items from the last meeting were reviewed and addressed as needed.

Action Items

Bill will check into the lead time needed for presentations to municipalities.

Russ and Justine will meet to discuss budget and finance.

Helise will give the November 16th date to Malvern Borough.

Russ and Justine will finalize the donor signs.

Justine will find out if the county has a model First Amendment policy.

Adjourned 8:05 PM

The next meeting will be **Wednesday, September 25th 7 PM** in person at the library. There is no meeting in August.

Victoria B. Damiani

Secretary

Malvern Public Library Board of Trustees