

Malvern Public Library (MPL)

DRAFT

Board of Trustees Meeting Minutes

September 25, 2024

Attending in person: Bill Holmes (Vice-President, East Whiteland Township Appointee), Vicki Damiani (Secretary, East Whiteland Township Appointee), Carol Guest (Willistown Township Appointee), Helise Bichevsky (Malvern Borough Appointee), Justine Fafara (MPL Director)

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

Not attending: Ann DiMedio (Willistown Township Appointee)

Also attending: Emily Quillen (MPL Children's Librarian), Danielle Kennedy (MPL Staff Member/Lead for Friends of the Malvern Public Library), Kaitlyn O'Donnell (board candidate for representation of East Goshen), Elizabeth (Clarion University student attending a board meeting as part of her master's degree in library science)

Call to Order: Bill Holmes called the meeting to order at 7:03 PM

See Board Packet of this meeting date for accompanying documents.

Unanimous vote to accept July minutes.

Introduction of Kaitlyn O'Donnell. Kathy Kavanaugh's term on the board will end in October. The secretary, vice-president, and director have all met with Kaitlyn O'Donnell for her consideration as an East Goshen representative. All are supportive of her membership. Since full board membership is not final until the municipality approves a representative, Kaitlyn will first be considered for at-large membership. Kaitlyn introduced herself to the board.

Consent agenda approved. The president has some questions related to the director's report, but they will be discussed later when related topics are presented.

Old Business

Status of Building Improvement Project

Work on the circulation desk will be done on October 17th. The Building Improvement project will then be completed. Window treatments and shades will have to be addressed and are separate from the project. Shades are the responsibility of Malvern Borough maintenance. We are still waiting for them to take care of that. The director will contact them to see where we are. We need new shades by the November 16th event.

Upcoming Celebration Event

See report in the Board Packet.

Things are progressing well. We have permission for the date. The library will close at noon and the event will take place between 2 and 5. Discussion of music and participation of St Patrick's choir and Great Valley HS trio or quartet. Discussion with the choir director is on-going. We will need a speaker system, microphone and podium. Danielle has an amp and Helise has a microphone. Discussion of how outside will be set up to allow for borough vehicles and concerns of the Malvern Borough police chief. There will not be speakers or music outside, but there will be tables. A sign will show attendees where to park. Helise will talk to the police chief about the use of a tent. The event will need to be presented to Malvern Borough council. Discussion of who will be invited and the process for that. Invitations should go out this week. Invitations to Malvern Borough will be hand delivered.

New Business

Kaitlyn O'Donnell unanimously approved as at-large member from East Goshen. She will submit a resume to the municipality. The director will let Kaitlyn know what else is required to be appointed to the board as a voting full member.

Items to Purchase with Approval

Browsing Book Cart and Puppet Theater as described in the Board Packet unanimously approved. If additional puppets are needed, Shannon has some to donate.

Give-a-thon Letters

The newly designed give-a-thon letter was presented. Six hundred people have been added to our old list. The letter will be printed back-to-back. No changes in the letter were suggested. Board members are to look closely at the letter and provide comments to the director no later than Friday. Printing is to be done on Monday. Discussion regarding the merits of being specific in future fundraising regarding the use of the money. If funds are to be used to increase staff, it is important to note what services are going to be provided that would not be provided without additional staff.

Fundraising Committee and Atglen's Fund Raising Campaign

Those who attended the CCLS zoom session reported on the Atglen Fundraising Campaign that included identification of specific businesses in their area that made donations, but also became part of a group connected with one another and with the library. Discussion of how the circumstances of the MPL compare with those of Atglen and our options for a similar program. If we were to engage in a similar project, we must approach businesses across all of our municipalities. Vanguard? We should be sure to include mention of matching when approaching donors. Businesses get recognition.

There is a new vitalization director for the King Street project in Malvern Borough. Justine is on that committee. She is also going to work with the Chester County Chamber.

We need to reconvene our Fundraising Committee and set goals for fundraising every year. Committee members do not have to be board members. We can invite residents of our municipalities to be part of a committee. The president mentioned that a report regarding a past consultation on our fundraising is available if members would like to see it. We will appoint members to the fundraising committee next month.

Seed Library

We have learned of an opportunity to develop a seed library in association with the Environmental Advisory Council. The board is supportive of the endeavor. Our plant project had mixed results in part because of where it was located. The seed library will be moved into a more accessible area.

Adding a Notary Service

MPL has a current staff member who was a notary. If we want to provide this service to the community, MPL would have a cost of \$500 for this person to be recertified and for supplies. There would also be a fee of \$42 every four years. Since this staff person is part time, their hours would have to be adjusted to facilitate provision of this service. We would need to set up a separate revenue account for this. We do get requests for the service and it would increase our door count. There may be some insurance requirements. The board requests a proposal to be considered at the next board meeting.

Summer Reading Recap

Our data show that summer reading participation increased over last year. The children's librarian was asked if the board could do anything that is not currently being done to keep this moving in the right direction. There were significantly more efforts this year to get the word out. We are in more newsletters and earlier. The director suggested a part time youth services assistant. The director and board president will discuss that. We should get on the school board agenda next year to get as much support from Great Valley Schools as possible, probably in the spring.

Some questions from the president regarding the director's/children's librarian reports.

The number of student volunteers went down this summer. Why is that? The number was reduced in order to improve the quality of the experience and the age for student volunteers was increased from 13 to 14. Both changes are considered to have been effective.

How do our new collection procedures compare to the past? What thoughts does the director have on collection development? We need to broaden our focus and utilize newer collection procedures. The collection is being reviewed for what is utilized and what is not, and age of items. The president emphasized that the board is aware additional funds are needed for collection development and is strongly supportive of those efforts. The director was urged to use her own ideas and not to be hampered by what was done in the past.

There are concerns about the website. Items are not posted in a timely fashion. Changes are needed. The director has extensive experience in managing library websites. There seems to be no need to pay for that service. However, development of a new website would require funding. The director will explore our options for website development.

Public Comment

Elizabeth attended this meeting as a requirement of her master's degree in library science at Clarion University. Elizabeth introduced herself to the board.

Action Items

The director will contact Malvern Borough to determine the status of our window shade replacement.

Kaitlyn O'Donnell will submit a resume to the East Goshen Board of Supervisors and the director will inform her of the process for getting approved.

Board members will review the give-a-thon letter and inform the director of any needed changes by Friday.

Helise will talk to the Malvern Borough police chief about the use of a tent for the November 16th event.

Board members who would like the report of our past fundraising review should request a copy from the president.

Board members should consider membership on the fundraising committee in preparation for that discussion next month.

The director will prepare a proposal for the notary project including potential costs for insurance.

The director and board president will discuss options for hiring a part time youth services assistant.

The director will explore options for website development.

Adjourned 8:45 PM Executive Session followed.

The next meeting will be **Wednesday, October 23rd 7PM** in person at the library.

Victoria B. Damiani
Secretary
Malvern Public Library Board of Trustees