

**Malvern Public Library**  
**Board of Trustees Meeting Minutes**  
**Date: 06-25-2025**  
**Library Cell # 610 507 1815**  
**Friends email: MPLFriends19@gmail.com**

**-ATTENDANCE-**

Bill Holmes, President, East Whiteland Township  
Helise Bichefsky, DO, Secretary, Malvern Borough  
Kent Kingan, Treasurer, East Whiteland  
Ann DiMedio, Willistown Township  
Christine Hafer, Malvern Borough  
Ryan Downey- Willistown Township  
Justine Fafara, MPL Director  
Emily Quillen, MPL Children's Librarian

**-VIRTUAL-**

Shannon Doran, Vice-Pres, East Goshen Township  
Kaitlyn O'Donnell, East Goshen Township  
Kathy DeMarco- Friends Co-President

**-ABSENT-**

Megan Dehmelt- Member-at-Large

**-GUESTS-**

None

**-MEETING CALL TO ORDER- 7:05PM**

**-MEETING MINUTES- Motion to accept the May 2025 meeting minutes**

1<sup>st</sup> Ann, 2<sup>nd</sup> Ryan, Motion unanimously approved

**-CONSENT AGENDA- Motion to accept the Director's Report**

1<sup>st</sup> Helise, 2<sup>nd</sup> Kent, Motion unanimously approved

**-TREASURER'S REPORT- Kent**

Good performance with the Fidelity account this year-> January 460,000\$, Current 475,000\$

**-PUBLIC COMMENT-**

None

**-GUEST SPEAKER-**

None

**-OLD BUSINESS-**

1- PEOPLES LIGHT AND THEATER ADVERTISING- Justine

Everything is set for advertising in the 2025-2026 season. First advert will be with the Sept plays.

#### 2- MEMORIAL DAY PARADE- Helise/Christine

Everything went very well. Justine has the contact information for the parade. Will put on the calendar to ask for a spot in the parade-March 2026. Our entry was too late to be included in the parade handout.

#### 3- MUNICIPALITIES TOUR- TOWNSHIP SUPERVISORS MEETINGS- Justine

Justine has attended Willistown, East Whitland and East Goshen meetings to date along with its respective board member. East Goshen has shown interest in increasing its dedicated budget for the library. The Malvern Borough meeting is set for next week. So far meetings have gone very well with good response.

Suggestion: have a prepared (short) computerized presentation (power point, etc.) for future presentations/introductions.

#### 4- STRATEGIC PLAN/CONSULTANT- Bill

Meetings with the consultant are currently underway. The Fundraising and Outreach committees have already met and organized their thoughts. Connie Carter is the point person.

#### -AD HOC COMMITTEE UPDATES-

##### 1- FUNDRAISING- Bill

Locust Lane Brewery Fundraiser- **Pints with a Purpose** 9July 5-8pm. Final preparations for the event- plan outing to Locust Lane on 6/26 to review the site. Will be selling raffle tix starting 6/26 through the library. 1\$/1tix, 5\$/6tix, 10\$/13tix. Invited the Friends and employees to the event. Emily has developed a design for the "Tip Jar". Have done well with sponsorship/donations.

##### 2- FRIENDS COMMITTEE- Helise/Christine/Megan

Kathy DeMarco joined the meeting in her official role. Great start so far for the newly formed Friends of the Library- 33 members. 13 attended 1 of 2 orientation meetings, 6 interested but not available for either meeting, 14 expressed interest but did not respond about meeting. Overall, very enthusiastic response, great ideas from the meeting. Committee members will be registering on a sign-up genius for several different events that were discussed.

##### 3- OUTREACH COMMITTEE- Ann/Katlyn

Recognize the need to prioritize what work/tasks should/need to be given to Danielle. Previously Danielle had been doing marketing and Friends. Plan to have Emily get out to the school/preschools/community to do a program- possibly Friends to fill in for her in the library during her absentee. Plan to survey participants after the events/programs sponsored by the library.

##### 4- POLICY COMMITTEE- Ryan/Emily/Justine

Personnel Policy has been updated, “modernized”. Updates have been incorporated into the current policy. Employees sign the policy packet yearly.

Motion to approve the Personnel Policy Changes

1<sup>st</sup> Christine, 2<sup>nd</sup> Helise, Motion unanimously approved.

5- STAFF MORALE- Shannon/Kent/Ann

Plan 1<sup>st</sup> event in September. Plan a holiday get-together. Employees have been invited to the Pints event.

-NEW BUSINESS-

1- SUMMER READING KICK-OFF- Emily/Justine

200 folks signed up; 154 children, 48 adults. Off to a good start.

COMPLETED ACTION ITEMS-

-Venmo account- completed

- Gaming License- completed needs to be displayed wherever the event is being held

-ACTION ITEMS-

-Trustee Agreement and Conflict of Interest- need a few board members to complete

-Pics/heads shots- Megan—pending

- Public signage- Helise

-3D print Tip jars- Emily

-MEETING ADJOURNED- 8:03

1<sup>st</sup> Ryan, 2<sup>nd</sup> Ann, Motion unanimously approved.