

Malvern Public Library
Board of Trustees October Meeting Minutes
Date: 10-22-2025

-ATTENDANCE-

Bill Holmes, President, East Whiteland Township
Helise Bichefsky, DO, Secretary, Malvern Borough
Ann DiMedio, Willistown Township
Kaitlyn O'Donnell, East Goshen Township
Justine Fafara, MPL Director
Emily Quillen, MPL Children's Librarian
Jen Langlois- Friends (alternates with Kathy Demarco)

-VIRTUAL-

Shannon Doran, Vice-Pres, East Goshen Township
Christine Hafer, Malvern Borough
Ryan Downey- Willistown Township

-ABSENT-

Kent Kingan, Treasurer, East Whiteland

-GUESTS-

none

-MEETING CALLED TO ORDER- 7:04PM

-MEETING MINUTES- Motion to accept the Sept 2025 meeting minutes

1st Ann, 2nd Helise, Motion unanimously approved

-CONSENT AGENDA- None

-DIRECTORS REPORT- Justine

There has been a significant increase in the revenue in the current budget, mostly as a function of the uptick in fundraisers (i.e.: Pints, Kimberton). Going forward, will set a precedent to have a fundraiser each quarter (q4mo)– sponsored or non-sponsored- to keep in line with the improved revenue.

Will be investigating alternate employee health insurance programs. Currently the library covers 100% of the insurance which it gets through the borough. The cost is significantly higher than potential alternate insurances through a private broker. Will consult with a broker for further options.

-TREASURERS REPORT- Bill

Library investments are up by \$32k YTD Expenses are in line with the current budget.

-FRIENDS OF THE LIBRARY REPORT- Jen

Has a scheduled meeting with the Book Sale volunteers on Nov 3 to “de-brief”, get ideas how to improve, etc. Will be ticking off the books that did not sell– so they only stay in the sale for 2 rounds. Will present a tally of the sales once completed the calculations. Next book donation date has been set for Nov 17. Requesting funds for book crates for book display during the sales. In addition- need increased signage (yard signs) for advertising. Next book sale is slated for April 2026. Date TBD

Bosco's Fundraiser on 10-22 brought in about \$200. Realize need to advertise more for the fundraiser in the future.

East Whiteland Community Day is scheduled for Nov 2 Still need volunteers to sign up.

-PUBLIC COMMENT-

None

-OLD BUSINESS-

1-APPROVE PRELIMINARY 2026 BUDGET- Justine

Discussion regarding current 2025 and proposed 2026 budget

Motion to accept the Proposed Preliminary MPL Budget

1st Ann, 2nd Christine, Motion unanimously approved

2-NETWORK ISSUES – Justine

Need to migrate all information to the new Microsoft 365 system county wide. Recent disruption to the system did not compromise the patrons of the library. It did, however, compromise the entire staff of the Chester County Library system. The county has promised to allot each employee 1 year of free credit reporting (Experian, etc.). Concern that it should be a 5-year reporting term though. Bill will address with a Resolution stating that any data compromise, including this recent issue and going forward, will warrant a free 5-year credit reporting period to the persons affected.

3- SNAP FUNDRAISER- Justine

Nothing to present

4- EAST GOSHEN CONTRIBUTION- Shannon/Justine

Requested \$55,000 at recent Supervisor Meeting. Currently receive \$31,900. The township has been asked for a significant amount of money from the Malvern Fire Dept at the same time which will most probably influence our request. Possibly be granted a \$5,500 increase this year. Plans to return in the spring with PowerPoint presentation for further budget increase request.

5- LIBRARY SIGNAGE- Justine

Working with Walt, Malvern Public Works. Will develop a plan as to what is needed specifically- sign, posts, etc. Will then make a presentation to Malvern Borough Council to cover the costs.

-AD HOC COMMITTEE UPDATES-

1- FUNDRAISING- Bill

PJ Wellihan's "Dine and Donate" possibly will coincide with the Trivia night. Optional dates: 11/24 and 12/29 Ann to discuss best date option with the Trivia host she's friends with.

3- OUTREACH COMMITTEE- Ann/Kaitlyn

Has a planned meeting with Justine to discuss needs. Kaitlyn is working with some of the pre-schools to invite them to MPL as a "class trip" for story time, etc.

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

Re-evaluating and creating a fee schedule for renting the rooms/spaces in the library. Currently there is no fee. Will possibly implement the fee starting Jan 2026

Motion was made to approve and adopt the Patron Responsibility Policy and the Meeting Room Guidelines.

1st Ryan, 2nd Kaitlyn, Motion unanimously approved

5- STAFF MORALE- Shannon/Kent/Ann-- Shannon

Happy Hour at General Warren Inn scheduled for Nov 14 at 5pm for staff and board members. RSVP's have been plentiful. Appetizers are compliments of the Board; Drinks will be cash bar only.

6- INVESTMENT COMMITTEE- Bill

Currently we have 30% of our reserves invested. We can go as high as 50%. Should we be more aggressive? Will continue to work on the numbers and most probably discuss with Traynor Capitol Management.

-NEW BUSINESS-

1- CREDIT CARD- Justine

Need to get a new credit card as the previous one is assigned to the previous Library Director and therefore defunct. Will work with Malvern National Bank to start that process. Concerns regarding library employees and board members (volunteers) using their private SSN and having credit checks rather than the card being solely in the name of the library and with its TIN were brought up. Need to discuss with the bank. Will request to open a new line of credit through the Malvern National Bank in the form of a credit card with the Library Director (Justine Fafara), Children's Librarian (Emily Quillen) and the Board President (Bill Holmes) as signers.

2- MPL CALENDAR / HOLIDAY CLOSURES- Justine

Presentation of proposed holiday schedule to include full and partial days off for holidays.

Helise has concerns regarding proposed Saturday 12/26 closure, after the Thursday and Friday closing for Christmas.

Motion to accept the proposed 2026 MPL Holiday Closings calendar

1st Kaitlyn, 2nd Ryan, 6 yays; 1 objection

3- BEQUEST- Justine

A very generous \$3000 bequest was made to the library in the will of a "loving patron".

Discussion regarding creating a living memory such as a plaque on her favorite chair.

4- KIMBERTON WHOLE FOODS 2026- Justine

We have secured a spot for “rounding up” donations in March 2026. Will probably have a table again to interact with patrons/customers.

-ACTION ITEMS-

- 1- proposal to MBC for library signs
- 2- contact broker for options for employee health insur
- 3- purchase more book sale signs—need a vote?
- 4- purchase book crates – need a vote?
- 5- create Resolution for 5-yr credit report
- 6- credit card- why using SSN instead of only the TIN
- 7- living memory plaque
- 8- calendar- return to E Goshen in Spring for budget request

-MEETING ADJOURNED- 8:15

1st Ann, 2nd Kaitlyn, Motion unanimously approved.

Library Cell # 610 507 1815

Friends email: MPLFriends19@gmail.com

ADDENDUM:

Current Board Member start date: Terms are 3 years

EAST WHITELAND

Bill Holmes 03/2024

Kent Kingan 01/2025

East Goshen

Shannon Doran 03/2024

Kaitlyn O'Donnell 12/2024

Malvern Borough

Helise Bichefsky 06/2023

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