

Malvern Public Library
Board of Trustees November Meeting Minutes
Date: 11-19-2025

-ATTENDANCE-

Bill Holmes, President, East Whiteland Township
Shannon Doran, Vice-Pres, East Goshen Township
Kent Kingan, Treasurer, East Whiteland
Christine Hafer, Malvern Borough
Ryan Downey- Willistown Township
Ann DiMedio, Willistown Township
Justine Fafara, MPL Director
Emily Quillen, MPL Children's Librarian
Kathy Demarco- Friends (alternates with Jen LangloisKathy Demarco)

-VIRTUAL-

-ABSENT-

Helise Bichefsky, DO, Secretary, Malvern Borough
Kaitlyn O'Donnell, East Goshen Township

-GUESTS-

none

-MEETING CALLED TO ORDER- 7:03PM

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

1st Shannon, 2nd Ryan, Motion unanimously approved

-CONSENT AGENDA-

-DIRECTORS REPORT- Justine

Healthcare—After much investigation, the employee health insurance plan will be switched to a new insurance program which will offer significant cost saving. Will be working with Jim Wechsler and company. Motion to accept the new insurance program as outlined.

1st Christine, 2nd Ryan, Motion unanimously approved

-TREASURERS REPORT- Bill

Expenses are tracking revenue.

Will be consolidating bank accounts.

There are new security measures implemented by the financial institutions

Bill presented a resolution to extend the identity theft protection for library employees due to recent events.

-FRIENDS OF THE LIBRARY REPORT- Kathy

Held a Friends meeting to debrief regarding the book sale.

Book sale donations have been steady. Directors have been working on implementing a new organizational system for the books/ sale and donations.

-PUBLIC COMMENT-

None

-OLD BUSINESS-

1-PRELIMINARY 2026 BUDGET- Justine

Discussion regarding current 2025 and proposed 2026 budget - changes discussed

Payroll gifts and annual giving line item has been added to the budget. Museum passes, postal meter and computer supplies line item added to the budget.

Motion to accept the changes to the Preliminary MPL Budget

1st Kent, 2nd Ryan, Motion unanimously approved

Bill presented a resolution regarding noncompliance of state regulation for libraries not following the 12% budget rule for purchasing materials.

2- SNAP FUNDRAISER- Justine

Funds have been received by the library

3- ROOM RENTALS- Justine

Updates discussed

4-BEQUEST- Justine

Discussion regarding bequeathment acknowledgement and appreciation. Further discussion needed concerning details and approach.

-AD HOC COMMITTEE UPDATES-

1- FUNDRAISING- Bill

PJ Wellihan's "Dine and Donate" to be held on Dec 29- will coincide with Trivia night.

Want to create a Grant Writing committee

3- OUTREACH COMMITTEE- Ann/Kaitlyn

Coordinating with Penn State Master Gardeners to create a partnership with the library

Considering a program working with the immigrant population career development opportunities.

Working on community programs for East Whiteland

Looking into opportunities for literacy instruction programs for children and adults

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

Discussed concerns regarding board terms

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

Happy Hour for the staff and board members was a success

6- INVESTMENT COMMITTEE- Bill

Discussion regarding investing library funds

-NEW BUSINESS-

1- BOARD MEETING STRUCTURING- Bill

Need to ask to add to the agenda prior to the meeting, as opposed to bringing up new business during the meeting.

Will keep the meeting time to less than 1 ¼ hours

Need all board members to be present and engaged

Need to keep the discussion concise and to the point

2- BOARD MEETING DATES FOR 2026-

Motion to accept the new Library Board meeting dates

1st Ann, 2nd Ryan, Motion unanimously approved

3- CORPORATE DONATIONS-

Will ask for corporations to match employee donations- therefore doubling the donations to the library

-ACTION ITEMS-

- proposal to MBC for library signs

- purchase more book sale signs—need a vote?

- purchase book crates – need a vote?

- credit card- why using SSN instead of only the TIN

-MEETING ADJOURNED-

1st , 2nd , Motion unanimously approved.

LIBRARY CELL PHONE # 610 507 1815

FRIENDS OF THE LIBRARY EMAIL: MPLFriends19@gmail.com

CURRENT BOARD MEMBER TERMS: below are start dates, 3-year term with 1 re-election option

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

Christine Hafer 01/2025

WILLISTOWN

Ann DiMedio 10/2023

Ryan Downey 02/2025