

**Malvern Public Library**  
**Board of Trustees February Meeting Minutes**  
**Date: 02-26-2026**

**-ATTENDANCE-**

Bill Holmes, President, East Whiteland Township  
Shannon Doran, Vice-Pres, East Goshen Township  
Helise Bichefsky, DO, Secretary, Malvern Borough  
Kent Kingan, Treasurer, East Whiteland  
Christine Hafer, Malvern Borough  
Ryan Downey- Willistown Township  
Ann DiMedio, Willistown Township  
Emily Quillen, MPL Children's Librarian  
Kaitlyn O'Donnell, At-Large  
Friends- Kathy DeMarco (alternating Jen Langlois / Kathy Demarco)

**-VIRTUAL-**

Justine Fafara, MPL Director

**-ABSENT-**

Kaitlyn O'Donnell, At-Large

**-GUESTS-**

Jaimie Edmunds

**-MEETING CALLED TO ORDER- 7:00PM**

**-MEETING MINUTES-** Motion to accept the Jan 2026 meeting minutes

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

**-ELECTION OF BOARD OF TRUSTEE REPRESENTATIVE FOR EAST GOSHEN- JAIMIE EDMUNDS**

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

**-CONSENT AGENDA-**

**-DIRECTORS REPORT-** Justine

Will be adding a new computer to the library at no cost to the library.

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

**-TREASURERS REPORT-** Kent

- Three accounts at National Bank of Malvern have been consolidated into one account (2 accounts had been inactive and incurring a service charge)

- Approx \$500k invested with Fidelity via Traynor. Continues steady growth.

Currently 60% in money market. May investigate being slightly more aggressive with the funds.

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

-FRIENDS OF THE LIBRARY REPORT- Kathy

Focus on upcoming Book Sale: 04/10- 04/11 Teachers with School ID will be able to preview books and make purchases day before the open sale: 04/09 Book Donation Day/organizing the books on 03/06 from 3-4:30pm Volunteers will be signing up for 2:45-5pm shifts for set-up and clean-up. There is a small increase in price: 0.50>\$1 for children books, \$2>\$3 for YA and Adult

Will organize a facilitate teachers purchases with a single bill of sale to the school district so no money out of pocket from teachers. —Ann/Jaimie

-PUBLIC COMMENT-

None

-OLD BUSINESS-

1- Library Directional Signs- Bill

Everything should be a go- waiting for public works but Walt has retired so that has impacted the work.

2- Banking- Bill/Kent

All credit cards were switched over to Bill's social security number from the previous Library Director. There is \$10,000 limit of the card.

3-Preservation of the Charter- Bill/Kent

Bill is currently working with the Chester County Historical Center concerning the charter and that we may try to fundraise specifically for paying for the work involved with the charter.

Will see if there is any further history of the newspaper labeled "The Malvern Item".

4- Board Terms- Helise/Ryan

Need to create a guideline for the incoming board members that onboard prior to a members term expiring. In addition, need to address if that out-going member left during the 2<sup>nd</sup> term, will the new member have the opportunity to have a 2<sup>nd</sup> term.

-AD HOC COMMITTEE UPDATES-

1- FUNDRAISING- Bill

Will be working to obtain a Guide Star Rating. This will allow us to apply for many grants. Currently we are at a Bronze level.

Discussed joining the Chester County Chamber of Commerce (\$200) and the Exton Chamber of Commerce (\$210). All were in agreement and Justine will submit applications. Library will hold off with re-joining the Malvern Business and Professional Assoc this year.

Book Bingo- Justine- Proposed date May 15 Location TBD Offer “Bags of Books”- each with a theme. Bingo Committee- Helise/Jaimie

2- OUTREACH COMMITTEE- Ann/Kaitlyn

Is looking into advertising through the newsletters at GVHS

OIC- Christine- Adult Literacy Support Nonprofit organization. Discussed donating space within the library for the facilitators. This would be limited to adult tutoring. 1 hour at east 2xweek. Funded by the Dept of Education. The library would consider promoting the program with flyers, etc. We would co-sponsor the event so there would be no rental fee.

3- POLICY COMMITTEE- Ryan

Working on the name Bequest Agreement and the Donor Agreement. Will get a copy to the Board to review prior to next meeting. (There is a donor waiting in the wings to donate). Question if this will be an appendix to the policy?

4- STAFF MORALE- Shannon

Nothing to report

5- INVESTMENT COMMITTEE- Bill

Currently we have 40% of our funds invested with a maximum allowable of 50% for investment. Working with Traynor Investments

-NEW BUSINESS-

1- GreenFest- Helise

Program hosted by the Borough and EAC. Date: 05/16 Saturday Time TBD but around 2-4pm Need min 2 volunteers, a craft for the kids/adults, story book reading. Possibly a book wreath. ?auction it off?

2- Strategic Initiative Meeting- Bill

Date/Time TBD Each board member to come up with thoughts, questions, ideas, etc. to be presented at the meeting.

-ACTION ITEMS-

- Check for history of the “Malvern Item” newspaper- Helise

- Board Terms- Helise/Ryan

- Join Exton and Chester County Chamber of Commerce- Justine

- Ask Kaitlyn to join Book Bingo committee

- Bequeathment policy- Ryan

- location/date for strategic meeting

- GreenFest volunteer- ask Friends to send out a sign up Genius

-MEETING ADJOURNED- 8:40 Proposed Date of Next Meeting: 03/25/2026 at 7pm

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

**LIBRARY CELL PHONE # 610 507 1815**

**FRIENDS OF THE LIBRARY EMAIL: [MPLFriends19@gmail.com](mailto:MPLFriends19@gmail.com)**

**CURRENT BOARD MEMBER TERMS:** Initiation dates w/ 3-year T (term)a & 1 re-election option

EAST WHITELAND

Bill Holmes 03/2024 T1

Kent Kingan 01/2025 T1

EAST GOSHEN

Shannon Doran 03/2024 T1

Jaimie Edmunds ((12/2024)) T1

MALVERN BOROUGH

Helise Bichefsky 06/2023 T1

Christine Hafer 01/2025 T1

WILLISTOWN

Ann DiMedio 10/2023 T1

Ryan Downey 02/2025 T1