

**Media-Upper Providence Free Library - Board of Trustees Meeting Minutes**  
**7 PM, Monday, February 26, 2018 – MUPFL Board Room**

***Mission: Providing informational, educational, recreational and cultural resources to meet the needs of Media and Upper Providence residents and the greater community.***

1. Opening of Meeting
  - a. Call to Order: The meeting was called to order at 7:01 PM.
  - b. Present – Trustees: Karen Ashbach, Larry Chrzan, Lin Axamethy Floyd, Preeti Gupta, Betsy Race, Marie Sciocchetti, Sharon Vandegrift; Advisory Council: Jeanne Benzel; Director: Sandra Samuel
  - c. Absent – Trustees: Michael Pahides, Kelly Schaffer; Liaisons: Peter Williamson, Upper Providence representative.
  - d. Guests: none
2. Consent Agenda
  - a. Approval of Minutes: Sharon made a motion to approve the January 2018 minutes, seconded by Marie. The motion passed unanimously. (**Motion #1**)
  - b. President’s report: Larry provided the President's report in advance.
  - c. Library Director's Report: Sandra provided the annual Director's report in advance. Additional discussion followed.
  - d. Treasurer's Report:
    - i. Marie provided the Treasurer’s report in advance of the meeting. Lin made a motion, seconded by Sharon, to approve the February 2018 Treasurer’s report. The motion passed unanimously. (**Motion #2**).
    - ii. Marie presented the 2018 budget. Lin made a motion, seconded by Sharon, to approve the 2018 Budget. The motion passed unanimously. (**Motion #3**).
3. Committee Reports
  - a. Marketing/PR: Preeti and Kelly provided the report in advance. Additional discussion included:
    - i. Review of the Upper Providence council members tour.
    - ii. Presentation by Media Historic Archives Commission on April 26: The reception event prior to the presentation is for Media Borough Council members, Upper Providence Township Council members and RTMSD board members to introduce/re-introduce them to library. The reception will be at 6 PM followed by a slide show at 7 PM. Invitations were sent and follow-ups are forthcoming.
    - iii. Mark Bowden, New York Times bestselling author, book event: This event is a joint event of Rotary Club of Media, Media Theater, Veterans Legacy Project, and MUPFL. The committee will support the Rotary Club by assisting with the book-signing portion of the event. More information will be shared as it becomes available.
  - b. Board and Staff: The Board and Staff Committee did not meet this month.
  - c. Building: The Building Committee met in January. A report was provided prior to the meeting. Additional discussion included:
    - i. Cameras have been installed and the complete installation is anticipated to be done within the next 2 weeks. Upon completion, staff will be trained in the system usage.
  - d. Fundraising: The Fundraising Committee did not meet this month.
4. Other Reports and Announcements
  - i. Finance Report. Marie provided the report in advance. Additional discussion focused the Spriggell Trust. It was also noted that the group working on the Annual Appeal met and continued their work this month.
5. DCL Reports
  - a. Sharon attended the January meeting. A report was provided prior to the meeting.

6. Liaison Reports
  - a. Archives: no report available.
  - b. School Board: Betsy was unable to attend the January meeting.
7. Old Business
  - a. Bylaws review: Larry modified the Bylaws based on recommendations from the legal review. Lin will review his edits and report back to the Board with her recommendations. A vote for final approval is anticipated to occur in March.
    - i. Article XII was specifically discussed and the Board came to a consensus given several choices.
  - b. The 2018 Budget was discussed further.
  - c. The HR policy remains under construction but is nearing completion.
8. New Business
  - a. Resolution to Restrict Funds was brought forward by Marie for the surplus from 2017. A motion was made by Betsy and seconded by Sharon. The motion was approved unanimously. **(Motion #4)**
  - b. Committee Reorganization: Larry separated the Committee of Finance/Fundraising. Larry asked to be contacted by any Trustee interested in chairing the Fundraising Committee.
  - c. Bill Campi has been appointed to the Advisory Council.
9. Public Discussion – None
10. Executive Session
11. Adjournment
  - a. Marie made a motion to adjourn, seconded by Lin. The motion was approved unanimously. **(Motion #5)**
  - b. The meeting adjourned at 9:00 PM.

Submitted by Karen Ashbach