

**Media-Upper Providence Free Library - Board of Trustees Meeting Minutes**  
**7 PM, Monday, March 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 7:05 PM.
  - b. Present – Trustees: Karen Ashbach, Larry Chrzan, Lin Axamethy Floyd, Preeti Gupta, Betsy Race, Kelly Schaffer, Marie Sciocchetti, Sharon Vandegrift; Director: Sandra Samuel
  - c. Absent – Trustees: Michael Pahides, Liaisons: Peter Williamson, Beth Glassman
  - d. Guests: None
2. Consent Agenda
  - a. Approval of Minutes: Marie made a motion to approve the February 2018 minutes, seconded by Kelly. The motion passed unanimously, with the revisions indicated below. **(Motion #1)**
    - i. It will be noted that the annual appeal group met in February.
    - ii. It will be noted that the event with Mark Bowden, New York Times bestselling author, is a joint effort between Rotary Club of Media, Media Theater, Veterans Legacy Project, and MUPFL.
  - b. President’s report: Larry provided the President's report in advance. In addition, Larry announced that Sharon has been appointed as Chair of the Fundraising Committee.
  - c. Library Director's Report: Sandra provided the Director's report in advance. Additional discussion included review of templates/content for the upcoming annual appeal. The Fundraising Committee will discuss this further.
  - d. **Executive Session** (Trustees entered Executive Session to discuss a legal matter.)
  - e. Treasurer's Report:
    - i. Marie provided the Treasurer’s report in advance of the meeting. Sharon made a motion, seconded by Karen, to approve the February 2018 Treasurer’s report (excluding budget to actual summary). The motion passed unanimously. **(Motion #2)**. In addition, Marie reported that the audit is in process. She also noted the PNC Wealth Management letter was received and MUPFL is receiving \$18,000.
3. Committee Reports
  - a. Marketing/PR: Preeti and Kelly provided the report in advance. Additional discussion included:
    - i. Ticket sales and marketing efforts for the Mark Bowden event;
    - ii. Planning a board-hosted bake sale for the weekend of the Spring Book Sale; and
    - iii. Planning the reception for the Media Archives Photo Presentation.
  - b. Board and Staff: The Board and Staff Committee did not meet this month. An update on the Personnel Manual will be provided at the April meeting.
  - c. Building: The Building Committee did not meet in this month.
  - d. Fundraising: The Fundraising Committee did not meet this month. Marie provided an update that preparations are taking place for the annual appeal and the committee will meet to finalize.
  - e. Finance: Marie provided an update that the TIAA account has been successfully closed and all required forms have been submitted. She also provided an update that MUPFL’s mortgage payment is in process.
4. Other Reports and Announcements - None
5. DCL Reports
  - a. There was not a DCL meeting in February. Karen will attend the April meeting.
6. Liaison Reports
  - a. Archives: No update

- b. School Board: No update
- 7. Old Business
  - a. Bylaws review: Revised Bylaws were posted publicly with required notice in advance of the Board meeting and were shared with trustees for review. Marie made a motion to defer vote to approve the Bylaws to the April meeting. The motion did not pass. Sharon made a motion to approve the revised Bylaws (dated February 20, 2018 revisions), seconded by Preeti. Seven trustees voted in favor and one trustee opposed. The motion carries. **(Motion #3)**
- 8. New Business
  - a. Trustee workshop: Karen and Sharon will attend the April 21, 2018 DCL trustee training.
- 9. Public Discussion – None
- 10. Adjournment
  - a. Betsy made a motion to adjourn, seconded by Preeti. The motion was approved unanimously. **(Motion #4)**
  - b. The meeting adjourned at 8:23 PM.

Submitted by Kelly Schaffer, Secretary