

Media-Upper Providence Free Library - Board of Trustees Meeting Minutes
7:00pm PM, Monday, August 27, 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. Present – Trustees: Karen Ashbach, William Campi, Larry Chrzan, Lin Axaemethy Floyd, Kelly Schaffer, Sharon Vandegrift; Director: Sandra Samuel; Advisory: Jeanne Benzel
 - b. Absent – Trustees: None, Liaisons: Beth Glassman, Peter Williamson
 - c. Call to Order: The meeting was called to order at 7:00 PM.
 - d. Guests: Elaine Crivelli, Grant Gegwich, and Cathy Zurbach
2. Consent Agenda
 - a. Approval of Minutes: Bill made a motion to approve the June 25, 2018 minutes, seconded by Lin. **(Motion #1)**
 - b. President’s report: Larry provided an update that board recruitment has been a priority. He also noted the Executive Committee met and interviewed Cathy. Executive Committee will interview Grant and Elaine.
 - c. Library Director's Report: Sandra provided the Director's report in advance of the meeting. Additional discussion included:
 - i. Today was Sandra’s first homebound visit. Volunteers are interested in participating. Media is a walking community and there is a need for this type of service.
 - d. Treasurer's Report: Bill provided a Treasurer’s Report in advance. It was noted that the budget did not initially include Media Borough loan interest. Excluding this expense, the library is close to operating on budget. Lin made a motion to approve the Treasurer’s report, second by Karen. **(Motion #2)** Additional discussion items included:
 - i. Management of the Sprogell Trust; and
 - ii. Filing of the tax return for the library.
3. Committee Reports
 - a. Marketing/PR: Kelly provided a report in advance of the meeting. Volunteers are needed for the bake sale and the Halloween event.
 - b. Board and Staff: Lin provided an update at the meeting. The focus of the committee is assisting with board recruitment. Annual review with Sandra will take place this fall. Executive Committee will meet with prospective board members during the first week of September.
 - c. Building: Larry provided an update at the meeting. Automatic door openers will be installed at the front of the building. There has been water seepage in the basement with the recent heavy rain.
 - d. Fundraising: Sharon provided a report in advance of the meeting. The Fundraising Committee also met prior to today’s board meeting. The fall annual appeal mailing will be a card, and planning will be handled jointly with the Marketing/PR Committee. The accuracy of MUPFL’s address database was also discussed. The Committee is exploring a plan to leverage the \$7,500 in funds from Media Borough for fundraising planning/assistance.
 - e. Finance: No report.
4. Other Reports and Announcements - None
5. DCL Reports
 - a. Kelly provided a report on the August 2018 DCL meeting in advance of the meeting.
6. Liaison Reports

- a. Archives: No update. Mike was the liaison to Archives. Sandra will fill this role until it makes sense for a board member to do so. New, interactive website is up and running.
 - b. School Board: No update.
7. Old Business
- a. Executive Committee met in July. The Executive Committee will convene to interview of Elaine and Grant.
 - b. The group discussed the bike race held over the summer
8. New Business
- a. The book sale is October 20-22. Volunteers are not currently needed.
 - b. Recruitment for Advisory members is a priority.
 - c. There are barriers to board members accessing files in Dropbox. The group discussed possible solutions. Larry, Sandra, and Kelly discuss and report back.
9. Public Discussion – None
10. Adjournment
- a. Bill made a motion to adjourn, seconded by Kelly. The motion was approved unanimously. **(Motion #4)**
 - b. The meeting adjourned at 8:17 PM.

Submitted by Kelly Schaffer, Secretary