

Media-Upper Providence Free Library - Board of Trustees Meeting Minutes
7:00pm PM, Monday, September 24, 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 Aksamethy Floyd, Kelly Schaffer, Sharon Vandegrift; Director: Sandra Samuel; Advisory: Jeanne Benzel; Liaison: Peter Williamson
 - b. Absent – Trustees: None; Liaisons: Beth Glassman
 - c. Call to Order: The meeting was called to order at 7:05 PM.
 - d. Guests: Elaine Crivelli

2. Consent Agenda
 - a. Approval of Minutes: Kelly noted Jeanne Benzel would be added to the list of meeting attendees. Bill made a motion to approve the August 27, 2018 minutes, seconded by Karen. The motion passed unanimously. **(Motion #1)**

 - b. President’s report: Larry provided an update that board recruitment has been a priority, as has been attendance at meetings. He also noted that after the last board meeting the Executive Committee met with prospective trustees.

 - c. Library Director's Report: Sandra provided the Director's report in advance of the meeting. Additional discussion included:
 - i. Book sale donations;
 - ii. Meeting room rental and IT need; and
 - iii. Increasing the availability of materials for sight-impaired patrons.

 - d. Treasurer's Report: Bill provided a Treasurer’s Report in advance of the meeting. He also noted that committee chairs should submit a proposed committee-level budget for 2019. Sharon made a motion to accept the Treasurer’s report as presented, seconded by Karen. The motion passed unanimously. **(Motion #2)**

3. Committee Reports
 - a. Marketing/PR: Kelly provided a report in advance of the meeting and noted that volunteers are needed for the Halloween event.

 - b. Board and Staff: Lin provided an update that Sandra’s review is being scheduled and that development of the Human Resources handbook is in process.

 - c. Building: Sandra provided an update that she has been coordinating with a vendor regarding installation of automatic doors. She also noted handyperson services are needed. The library is also getting estimates for carrels/desks that are ADA compliant.

 - d. Fundraising: Sharon provided a report in advance of the meeting.
 - i. Larry made a motion, seconded by Bill, to designate authority to the Fundraising Committee to select a consultant for \$7,500 (funding designated by Media Borough) to develop a fundraising plan. The motion passed unanimously. **(Motion #3)**

 - e. Finance: Bill provided an update that 2019 budget planning is taking place. Bill and Sandra have interviewed prospective auditors. Bill made a motion, seconded by Kelly, to select Leitzel and Economidis as the new auditor for the library. The motion passed unanimously. **(Motion #4)**

4. DCL Reports
 - a. The next DCL meeting is October and will be attended by Sandra. A volunteer is needed for the December meeting.

5. Liaison Reports
 - a. Archives: A trustee will be determined to take the position formerly held by Mike as the liaison to Archives.
6. Old Business
 - a. File sharing - Larry reported that he out to tech support at Dropbox to determine the administrator of the MUPFL account and to transfer ownership.
7. New Business
 - a. Election of new trustees
 - i. Sharon made a motion, seconded by Bill, to elect Elaine Crivelli to an 8-month term on the Board of Trustees, ending May 2019. The motion passed unanimously. (**Motion #5**)
 - ii. Bill made a motion, seconded by Lin, to elect Grant Gegwich and Cathy Zurbach each to a 2 year 8 month term on the Board of Trustees, expiring May 2021. The motion passed unanimously. (**Motion #6**)
 - b. Contact information
 - i. Kelly will circulate the Board contact list.
8. Public Discussion – None
9. Adjournment
 - a. Bill made a motion to adjourn, seconded by Kelly. The motion passed unanimously. (**Motion #7**)
 - b. The meeting adjourned at 8:27 PM.

Submitted by Kelly Schaffer, Secretary