

Media-Upper Providence Free Library - Board of Trustees Meeting Minutes
7:00pm PM, Monday, November 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. Present – Trustees: Karen Ashbach, Lin Axamethy Floyd, William Campi, Larry Chrzan, Elaine Crivelli, Grant Gegwich, Kelly Schaffer, Cathy Zurbach; Director: Sandra Samuel; Advisory: Jeanne Benzel; Liaison: Peter Williamson
 - b. Absent – Trustees: Sharon Vandegrift; Liaisons: Beth Glassman
 - c. Call to Order: The meeting was called to order at 7:08 PM.
2. Consent Agenda
 - a. Approval of Minutes: Bill made a motion to approve the October 22, 2018 minutes, seconded by Grant. The motion passed unanimously. **(Motion #1)**
 - b. President’s report: Larry provided a president’s report in advance of the meeting. Larry provided an update that Sandra, Bill, and himself attended the Finance Committee meeting for Media Borough.
 - c. Library Director's Report: Sandra provided the Director's report in advance of the meeting. Additional discussion included holiday greeting cards.
 - d. Treasurer's Report: Bill provided a Treasurer’s Report in advance of the meeting. Additional discussion included bank balances and differences with Quickbooks. Bill is working to reconcile differences and will report back to the Board if numbers change. The Board also discussed cash basis versus accrual accounting and whether or not to switch. Elaine made a motion, seconded by Cathy to table approval of the Treasurer’s report. The motion passed unanimously. **(Motion #2)** Bill made a motion, seconded by Cathy, to adopt the accrual method of accounting for 2019. The motion passed unanimously. **(Motion #3)**
3. Committee Reports
 - a. Marketing/PR: Kelly provided a report in advance of the meeting.
 - b. Board and Staff: Lin provided an update that she completed a draft of the evaluation. Finalizing the employee handbook is top priority.
 - c. Building: Larry provided an update that the committee did not meet this month. A request was made to Upper Providence Township to cover the costs of the doors.
 - d. Fundraising: Sharon provided a report in advance of the meeting.
4. DCL Reports
 - a. Grant is attending the December DCL board meeting.
5. Liaison Reports
 - a. Archives: No updates.
6. Old Business
 - a. Dropbox: Larry updated the Dropbox account and established a new shared folder that trustees can access. All trustees have been sent invitations to the shared folder.
7. New Business
 - a. 2019 Budget Planning: Bill provided an update on 2019 budget planning. The preliminary budget allocation from Media Borough is \$160,000. Sandra and Bill will confirm the cost for the library to be open for more hours on Saturdays (opening at 10am rather than 12pm) and open on Sundays during the summer. The board also reviewed line items, and in particular, medical benefit reimbursements. Further discussion

and board approval of the 2019 budget will take place at a special meeting in December. The meeting will take place December 20, 2019 at 7pm.

b. Advocacy: The advocacy discussion is postponed until the special meeting in December.

8. Public Discussion – None

9. Adjournment

a. Bill made a motion to adjourn, seconded by Karen. The motion passed unanimously. (**Motion #4**)

b. The meeting adjourned at 8:55 PM.

Submitted by Kelly Schaffer, Secretary