

**Media-Upper Providence Free Library - Board of Trustees Meeting Minutes**  
**7 PM, Monday, October 23, 2017 – 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.***

- I. Opening of Meeting
  - Call to Order: The meeting was called to order at 7:07 PM.
  - Present - Trustees: Karen Ashbach, Larry Chrzan, Lin Axaemethy Floyd, Preeti Gupta, Michael Pahides, Betsy Race, Kelly Schaffer, Marie Sciocchetti, Sharon Vandegrift; Director: Sandra Samuel; Liaisons: Peter Williamson.
  - Absent - Liaison: Bill Campi
  - Guests: None
  
- II. Consent Agenda
  - Approval of Minutes: Lin made a motion to approve the September 2017 minutes, seconded by Betsy. The motion was approved unanimously. **(Motion #1)**
  - President's report: Larry provided his detailed President's report in advance. Additional discussion included:
    - i. Appropriations requests are at \$115,000 for Media Borough and \$94,500 for Upper Providence. MUPFL asked each for \$160,000.
      1. The budget request focused on specific needs, including staffing, utilization of second floor, and community outreach and programming.
    - ii. Review of Media Borough and Upper Providence resident borrowing distribution among area libraries.
    - iii. Review of municipal per capita funding.
    - iv. Request for Marketing/PR Committee to engage advocacy/outreach efforts among Upper Providence residents in the short term as well as cultivate a long-term strategy for engagement.
  - Library Director's Report: Sandra provided her director's report in advance. Additional discussion included:
    - i. Book Sale updates and brainstorming for future improvements.
  - Treasurer's Report: Marie provided her Treasurer's report at the meeting and reported that the library is ahead of budget year-to-date. Betsy made a motion, seconded by Lin, to approve the Treasurer's report with noted discrepancies in the total year budget column that will be corrected. Eight trustees voted in favor and there was one abstention. The motion passes. **(Motion #2)**
  
- III. Committee Reports
  - Marketing/PR – Preeti provided a detailed Marketing/PR update in advance of the Board meeting. Additional discussion included:
    - i. Giving Tuesday
    - ii. Building business contacts
    - iii. Upper Providence advocacy/outreach campaign
  - Board and Staff – There was no committee meeting this month.
  - Building – The Building Committee did not meet this month. Marie provided updates, including:
    - i. Roof repairs
    - ii. New hot water heater installation
    - iii. Freon assessment and potential repair (Archives room)
  - Fundraising – The Fundraising Committee did not meet this month. Marie provided updates about the fundraising strategy for MUPFL.
  
- IV. Other Reports and Announcements – None
  
- V. DCL Reports
  - Marie attended the October DCL Board meeting, which was held at MUPFL. There is not a DCL Board meeting scheduled for November.

- VI. Liaison Reports
- Archives – Mike provided an update about his recent meeting with the Archives Commissions. Items discussed included the roof leak, air conditioning concerns, and interest in obtaining (through request to Media Borough) display cases. Opportunities to explore the future direction of the Archives Commission were discussed.
  - School Board – Betsy provided an update about the recent school board meeting, noting that Media-Upper Providence and Middletown libraries split the funding allocation from Rose Tree Media School District.
- VII. Old Business
- Call for Reports – Larry requested that individuals prepare reports (e.g., committee meeting notes) to be distributed in advance of each board meeting. Kelly will continue to send out a call for reports one week in advance of the board meeting. Reports will be due by the Friday prior to a board meeting. Kelly will email the group with a report template and reminder of the process.
  - Bylaws - Larry provided an update that an attorney is reviewing the revised bylaws. Following legal review trustees will vote to approve the revised bylaws. They will then be published publicly per requirements.
  - Advisory appointments – Kelly noted there is a discrepancy between the revised bylaws and the Advisory Council invitation letter. The bylaws state that Board President may appoint Advisory members, while the Advisory Council invitation letter indicates Advisory Council members will be approved annually by Board vote. Trustees agreed the Advisory Council invitation letter should be updated to reflect the bylaws.
  - Trustee Business Cards – Larry reported that generic business cards for library trustees have been ordered.
  - File Sharing – Larry reported that Dropbox ownership issues are resolved and he will be organizing file folders.
- VIII. New Business – None
- IX. Public Discussion – None
- X. Executive Session
- XI. Adjournment
- Kelly made a motion to adjourn, seconded by Betsy. The motion was approved unanimously. **(Motion #4)**
  - The meeting adjourned at 9:30 PM.

Submitted by Kelly Schaffer, Secretary