

Media-Upper Providence Free Library - Board of Trustees Meeting Minutes
7 PM, Monday, November 27, 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 Axiomethy Floyd, Betsy Race, Kelly Schaffer, Marie Sciocchetti; Director: Sandra Samuel; Liaisons: Peter Williamson.
 - Absent – Trustees: Preeti Gupta, Michael Pahides, Sharon Vandegrift; Liaison: Bill Campi
 - Guests: None
- II. Consent Agenda
- Approval of Minutes: A correction was noted, that Advisory members should not be listed as absent since not required to attend. Lin made a motion to approve the October 2017 minutes, seconded by Marie. The motion was approved unanimously. **(Motion #1)**
 - President’s report: Larry provided the President’s report in advance. Additional discussion included:
 - i. The preliminary budget was published for the Borough of Media, which included \$140,000 for MUPFL operating costs (approximately 25% increase from the previous year). The budget also included \$7,500 to support private fundraising.
 - 1. December 7, 2017 at 7:30pm is the next public meeting. It was suggested that MUPFL trustees attend council meetings, if possible. December 21, 2017 is the final vote on the budget.
 - 2. It would be appreciated if trustees write thank you notes to council members. Contact information is on the Borough website and emails can also send to Jeff Smith who will distribute to council members.
 - ii. Upper Providence Township’s initial budget allocation for MUPFL is \$100,000, an approximately 6% increase from the previous year. The next Upper Providence budget meeting will take place on December 14, 2017.
 - iii. The Marketing/PR Committee was asked to draft a 2018 advocacy plan.
 - iv. Agreement for MUPFL to host a library event for new/existing council members, school board, etc., who live in Upper Providence or Media Borough.
 - Library Director's Report: Sandra provided the director's report in advance. Additional discussion included:
 - i. Update on Archives collaborations.
 - ii. Review of circulation statistics and plan to standardize program statistics to begin sharing with the board in 2018.
 - Treasurer's Report: Marie provided the Treasurer’s report in advance of the meeting and reported that the library is ahead of budget year-to-date. Betsy made a motion, seconded by Karen, to approve the Treasurer’s report. **(Motion #2)** Additional discussion included:
 - i. When board committees are drafting 2018 plans they should coordinate with Marie regarding budget planning.
- III. Committee Reports
- Marketing/PR – Kelly provided a Marketing/PR report in advance of the Board meeting. Additional discussion included:
 - i. Agreement that Marketing/PR committee will help with:
 - 1. Development of meeting room collateral; and
 - 2. Establishing event to host council members, school board members, etc.
 - ii. Kelly will add Betsy to Marketing/PR committee communications.
 - Board and Staff – The Board and Staff Committee did not meet this month. Lin provided an update that the personnel handbook is in process.
 - Building – The Building Committee did not meet this month. Marie provided updates, including:
 - i. Repairs were completed in the Archives room;
 - ii. The roof continues to not have any leak issues; and

- iii. Snow removal quotes are being obtained and a contract will be finalized.
 - Fundraising – The Fundraising Committee did not meet this month. Additional discussion included:
 - i. Board members were encouraged to make a donation to the annual appeal if they have not already done so.
 - ii. Ethel Sergeant planning is in process. The Building Committee will discuss possible uses of funds and will consider “add-alt” list, survey results, and requirements of the grant. Trustees agree that purchase of security cameras should be a priority.
- IV. Other Reports and Announcements – None
- V. DCL Reports
- There was not a DCL Board meeting scheduled for November. Betsy will attend the December meeting.
- VI. Liaison Reports
- Archives – No update.
 - School Board – The school board has not met since the last MUPFL board meeting. RTMSD funding allocation to MUPFL was received.
- VII. Old Business
- Bylaw review – Legal review is complete. The revised bylaws need to be posted two weeks in advance of the board’s vote to approve the revised bylaws.
- VIII. New Business
- The December 2017 MUPFL board meeting is cancelled.
 - At the January 2018 board meeting the MUPFL 2018 holiday calendar schedule will be discussed.
 - Larry is planning to bring holiday treats to staff and trustees should let Larry know if interested to contribute.
 - The group discussed purchasing gifts cards for staff. A motion was made by Betsy, and seconded by Marie, to use MUPFL credit card rewards and library funds, as necessary, to purchase a \$25 gift card for each staff member. **(Motion #3)**
 - The October book sale raised over \$27,000, approximately \$3,000 more than the previous sale.
- IX. Public Discussion – None
- X. Adjournment
- Betsy made a motion to adjourn, seconded by Kelly. The motion was approved unanimously. **(Motion #4)**
 - The meeting adjourned at 9:05 PM.
- XI. Executive Session

Submitted by Kelly Schaffer, Secretary