Media-Upper Providence Free Library - Board of Trustees Meeting Minutes

Monday, April 28, 2014 7 PM - Location- First United Methodist Church

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
   a. Call to Order: Marie Sciocchetti called the meeting to order at 7:07 p.m.
   b. Roll Call: Trustees: Marie Sciocchetti, Rae Roeder, Ada Martini, Doug Williamson, Paul Rowe, Bob Yosua, Peter Derby, Robin Beaver, Tammy Gaskell, Bill Peck; Director: Brandi Grosso; Liaison: Greg Lebold
      Absent: Larry Chrzan, Liaisons: Kent Davidson
      Visitors: Ann Ensor
      A quorum was declared.

II. Adoption of Agenda: Doug made a motion to adopt the agenda, Rae seconded and the motion was approved. Motion (#1)

III. Consent Agenda
   a. Approval of Minutes: It was moved by Bob and seconded by Doug to approve the March 2014 minutes. The board approved the Motion (#2) unanimously.
   b. President’s report: General comments about activities in the last month.
   c. Librarian’s report and DCLS:
      i. Brandi discussed the library becoming the First Fair Trade Library in the U.S. There are no associated costs with becoming a Fair Trade Library. The benefits are good PR and support of a Media Borough designation. It will be determined if this is a self-proclaimed designation. The Media Fair Trade meetings occur every Thursday morning at 9:30. Brandi made a request to adopt the Fair Trade Library designation. Doug made a motion to proclaim MUPFL as a Fair Trade Library. Tammy seconded and the motion was approved. Motion (#3)
      ii. Brandi requested funds for volunteer gifts. Pete made a motion to approve $400 to purchase gift certificates for the 16 core book sale volunteers. Rae seconded and the motion was approved. Motion (#4)
      iii. DCLS updated the public computer software. There have been a few issues since the upgrade and IT has been notified.
      iv. Brandi would like to seek for a new graphic designer to work on future library publications.
      v. Pete and Brandi discussed the EITC (Education Improvement Tax Credit) program. The program enables PA businesses a 75% tax credit for donations to a non-profit scholarship or educational improvement organization (library). The tax credit increases to 90% if the company commits to making the same donations for two consecutive years.
         1. Credits usually become available on July 1. They are used up the day they become available.
2. Library has $3,000 in credits in the 2014 budgeted income. Income would need to be applied to the Summer Reading Program.

3. Marketing by the library to find businesses to use the credits will be necessary and should start in early May.

4. Target business could be small Media Borough shops. Banks would not be a good candidate.

5. Library to place EITC info on website for directions to businesses.

IV. Overall Agenda

a. Nominating Committee: There are currently two open slots for Upper Providence Trustees. A potential trustee may attend next month’s meeting.

b. Personnel: There is a draft of an employee handbook, which is undergoing a final review next week. Bob discussed his involvement with the DCLS Trustee Workshop Planning Committee.

c. Property: No news.

d. Fund Raising:
   i. We will be hosting a table for Dining Under the Stars every third week. There will be a 50/50 raffle and information about the project at the table.
   ii. Marie met with Tim Sullivan, who has agreed to introduce us to 15 potential donors. He has met with a few donors already. He is in favor of a glossy case statement.
   iii. Marie shared a fundraising idea named “Plaques for Stacks.”
   iv. Doug shared an idea from another library, which sold tiles for $50 each to make a mosaic.
   v. There was an offer from the manager of the Rose Tree Restaurant to give us a portion of the proceeds from a May event.

e. Marketing: Terry Cunicelli (graphic designer) completed a visual presentation of our donor levels and naming opportunities. The Annual Appeal will be going out this week.

f. Grants:
   i. Received $500 from the Central Delaware County Rotary. Marie and Paul attended the meet and greet that they held last week. The treasurer told Marie that they are planning to donate more.
   ii. Marie met with Larry Smoose from Media Rotary Club. He is targeting to raise $150,000 for our Capital Campaign. They would like the large conference room named after the Rotary Club for “Peace and Reconciliation Around the World” and also the AV system for the conference room.
   iii. We will know about Ethel Sargeant Clarke Smith in a few weeks ($25,000)
   iv. A grant application was submitted to the Coslett Grant for $5000.

g. Finance:
   i. Paul gave a summary of the P&L report. We are within budget overall. The landscaping budget went over due to snow removal. We will need to look at cutting some of our expenses.
   ii. The Finance committee has been meeting weekly regarding how to plan for the new building financially. Using spreadsheets to do a cash flow analysis.

h. Administration: No news.

i. Building: AET’s report has been received. There are no concerns about the library building. Our spending on the project including architect’s fees has been reasonable thus far.
j. Relocation: The firehouse continues to be our only option and we are making progress regarding the roof repair and the ramp. We are working on a rental agreement between the library and the fire company. Bob Linn has agreed to organize the actual move of the library.

V. Other Reports and Announcements
   a. DCLS Board Meetings: May 1 - Larry will attend.

VI. Liaison Reports:
   a. Archives – The Borough is pleased with the report generated through the grant.
   b. Book Sale - Ann expressed thanks to Marta and Erwin for their support. She gave a summary of the April Book Sale. Discussed the need for improved PR and ways to promote the book sale in the future. Looking for a book reseller. We are the only book sale who alphabetizes and categorizes the books. The October book sale will be on October 18th-20th. Ann will also be forwarding the 2015 dates. Ann requested support with moving books from the library to the stone cottage.

VII. Old Business:

VIII. New Business:
   a. Pete motioned that we should not have an annual meeting this year. Ada seconded and the motion was approved. Motion (#5)
   b. Next board meetings – The next May 26th meeting will be changed to June 2; June’s meeting will be on June 30th.

IX. Public Discussion: Doug thanked Marie for her efforts and work on behalf of the library.

X. Adjournment: Bob motioned that the meeting be adjourned, Rae seconded and the board approved the Motion (#6) unanimously. The meeting was adjourned at 8:55 p.m.