

Media-Upper Providence Free Library - Board of Trustees Meeting Minutes
7 PM, Monday, September 25, 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 7:04 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: Bill Campi.
 - Absent - Advisory: Jeanne Benzel, Liaison: Peter Williamson.
 - Guests: None

- II. Presentation of Check from Media 5 Mile Road Race
 - A representative from Media 5 Mile Race presented a \$5,000 check to Media-Upper Providence Free Library.
 - There are opportunities to volunteer at the 2018 race, and interested individuals should e-mail info@media5milerace.com. Volunteer opportunities are for the Wednesday before the race and race day (Friday).
 - The Board discussed an interest in having the Marketing/PR Committee explore obtaining MUPFL items for the event (banner, t-shirts, etc.) to show support.

- III. Consent Agenda
 - Approval of Minutes: Lin made a motion to approve the August 2017 minutes, seconded by Betsy. The motion was approved unanimously. **(Motion #1)**
 - President's report: Larry provided his detailed President's report in advance.
 - Library Director's Report: Sandra provided her director's report in advance. Additional discussion included:
 - i. Trustee sign ups for volunteering at the Book Sale
 - ii. Author event/fundraiser,
 1. Possible book signing at theater
 2. Opportunity to leverage Marketing/PR once the details are determined
 - iii. Successes and challenges of summer programs.
 - Treasurer's Report: Marie provided her Treasurer's report at the meeting and reported that the library is ahead of budget year-to-date. Mike made a motion to approve the Treasurer's report with forthcoming clarification on total income and expenses, seconded by Sharon. **(Motion #2)** Additional discussion included:
 - i. Fine forgiveness
 - ii. Building budget
 - iii. Request for statement of account balances for Board member review at future Board meetings
 - iv. Upper Providence and Media Borough budget requests and process

- IV. Committee Reports
 - Building – The Building Committee did not meet this past month. Marie provided updates, including:
 - i. The roof leak has been patched, and the roofing company covered labor costs.
 - ii. Services previously provided by Vantage have been canceled.
 - iii. The elevator contract was signed and will begin the first week of October. The contract includes quarterly visits for elevator maintenance, and MUPFL will pay for time and material for repairs. The elevator is currently out of warranty.
 - iv. The hot water tank needs to be replaced. It is under warranty and MUPFL will pay for the cost of labor. Replacement will take approximately 4 weeks.
 - v. HVAC concerns continue, and Freon is gone from the system in the archives room.

- Marketing/PR – Preeti provided an update at the Board meeting. Preeti noted that her, Marie, Larry, and Sandra met to discuss synergies between Fundraising and Marketing/PR. Additional discussion included:
 - i. Halloween porch decorating is planned in coordination with Media’s Halloween parade (10/28, 2pm), and after the parade MUPFL will host snacks and cider on the porch. Karen is donating candies with MUPFL tags to hand out at the parade. A suggestion was made that flyers for Halloween STEM event could also be handed out at the parade.
 - ii. Enhancing MUPFL’s social media presence, and Sandra’s coordination with staff.
 - iii. The need to identify community liaisons and build a presence in the community.
 - iv. Other activities are in process, including draft article in development for Town Talk, promoting Amazon Smile, and holiday cards.
- Board and Staff – No update.
- Fundraising – The Fundraising Committee did not meet this past month. Marie provided an update that Carol Carr is assisting with the annual appeal. October 15 is the deadline to get the annual appeal out. A suggestion was made that Hilary (potential Advisory Council member) could weigh in. The need for a Development Plan was also discussed. Mike will take the lead on beginning to draft a Development Plan in coordination with the Fundraising Committee.

V. Other Reports and Announcements – None

VI. DCL Reports

- Mike attended the September DCL Board meeting and provided an update. The next meeting is at MUPFL on October 5, 2017 and Marie will attend. There is not a meeting scheduled for November. Betsy will attend the December 7, 2017 meeting. When the 2018 DCL meeting schedule is released Kelly will coordinate sign ups with the Board.

VII. Liaison Reports

- Archives – No updates.
- School Board – No updates.

VIII. Old Business

- Bylaws: Larry provided an update that the revised Bylaws will be undergoing legal review.

IX. New Business

- Advisory appointments: Potential advisory members must be approved by the Board to join the Advisory Council. A motion was made to approve Hilary Fletcher and Jup Gill to join the Advisory Council. A motion was made by Lin, and seconded by Kelly. **(Motion #3)**

X. Public Discussion - None

XI. Adjournment

- Betsy made a motion to adjourn, seconded by Marie. The motion was approved unanimously. **(Motion #4)**
- The meeting adjourned at 8:50 PM.

Submitted by Kelly Schaffer, Secretary