

Media-Upper Providence Free Library - Board of Trustees Meeting Minutes
7 PM, Monday, July 24, 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 Axamethy Floyd, Preeti Gupta, Michael Pahides, Betsy Race, Kelly Schaffer, Marie Sciocchetti; Director: Sandra Samuel; Liaisons: Bill Campi, Peter Williamson.
 - Absent - Trustees: Sharon Vandegrift
 - Guests: None

- II. Consent Agenda
 - Approval of Minutes: Larry Chrzan should have been listed alongside the Trustee members nominated and approved for a new 3-year term. Lin made a motion to approve the June 2017 meeting minutes with the noted amendment, seconded by Kelly. The motion was approved unanimously. **(Motion #1)**
 - President's report: Larry provided his detailed President's report in advance. Additional discussion included:
 - i. Committee assignments have been made and shared with Trustee members. Committees will meet on a regular basis, with the schedules to be determined.
 - ii. Executive Committee and Sandra will determine a file sharing method to be used among Trustees.
 - iii. Generic business cards will be printed for Trustee members to share.
 - iv. Beginning at the next Board meeting Trustees will approve the Treasurer's report at each monthly Board meeting.
 - v. Sandra will develop a monthly 'fact sheet' for Trustee members' use.
 - Library Director's Report: Sandra provided her director's report in advance.
 - Treasurer's Report: A detailed report was provided at the meeting. Marie reports that the library is ahead of budget year-to-date. Additional discussion included:
 - i. Marie, Sandra and the bookkeeper are developing a streamlined year-to-date report that will be shared beginning at the August meeting.
 - ii. Sandra will revisit the meeting room rental process and invoice template and report back to the Board.
 - iii. The 2016 tax return and 990 Form were filed.
 - iv. New signers for the library were established: Director, Board President, and Board Treasurer.
 - v. Former Trustee member, Beatrice Schmidt, recently passed away. Family has graciously directed memorial donations to the library.
 - vi. A financial policy review is currently taking place.

- III. Overall Agenda / Committee Reports
 - Marketing/PR – No report
 - Board and Staff – No report
 - Building – Building Committee minutes were provided in advance of the meeting. Marie also reported that there was recently a visit by the Media Borough Fire Marshall.
 - Fundraising – Marie reported that a new Advisory member would assist with data analysis of the annual appeal. The annual appeal is trending behind last year year-to-date.

- IV. Old Business - None

- V. New Business
 - Advisory Council – The Board discussed re-engagement of Advisory Council members and the opportunity for new members to join.
 - DCL – There was no meeting in July. Trustee attendees are needed for the August and November 2017 meetings. Preeti will attend the November 2017 meeting. Sandra will attend the August 2017 meeting.
 - Archives Liaison – Mike will serve as the new archives liaison.

- School Board Liaison – Betsy will serve as the new school board liaison.
- Survey results – The group discussed results from the Library User Survey and will address feedback at the committee level. Sandra will explore the cost of opening longer hours on Saturdays and share an update with Trustees. Sandra will include brief results in the library newsletter. Marie will revisit the “add-alt” list to see what items can be purchased to address survey results.
- Bylaws revision – Executive Committee will meet this week to review edits.
- Board meeting schedule – The group agreed to meet August 28, 2017 and will revisit whether or not to meet in December.

VI. Public Discussion - None

VII. Adjournment:

- Betsy made a motion to adjourn, seconded by Preeti. The motion was approved unanimously. (**Motion #2**)
- The meeting adjourned at 9:30 PM.

Submitted by Kelly Schaffer, Secretary