

Media-Upper Providence Free Library - Board of Trustees Meeting Minutes
7 PM, Monday, May 22, 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: Robin Beaver, Marie Sciocchetti, Paul Rowe, Larry Chrzan, Kelly Schaffer, Lin Axamethy Floyd, Bob Yosua, Doug Williamson; Director: Sandra Samuel; Liaisons: Peter Williamson, Bill Campi.
Absent - Trustees: Michael Pahides.
Guests: Ann Ensor, Lorri Antonelli, Preeti Gupta, Sharon Vandegrift, Karen Ashbach, Betsy Race.
 - Book sale report - Ann Ensor reported on the spring book sale, including proceeds and the first sale in the new library basement location. Robin and the board thanked Ann and the entire book sale group for their fine efforts.
- II. New Bookkeeper and Treasurer's report (out of order agenda items)
 - Report from new bookkeeper Margaret Wright from Merves Amon and Barsz, including Treasurer's report
 - New payroll service using Paychex was implemented
- III. Consent Agenda
 - Approval of Minutes: Lin made a motion to approve the April 2017 meeting minutes, seconded by Paul. The motion was approved unanimously. **(Motion #1)**
 - President's report: Robin provided her detailed President's report in advance.
 - Library Director's Report: Sandra provided her first report as the new director in advance and commented about her first impressions of MUPFL, and noted the increasing circulation trend.
- IV. Overall Agenda / Committee Reports
 - Marketing/PR - Robin provided the report in advance
 - Board and Staff - Robin provided the report in advance
 - Building - Marie - No report
 - Fundraising - Marie reported on the current status of the annual appeal, and announced that MUPFL had recently received a \$10,000 grant from the Ethel Sergeant Clark Smith Memorial Fund
 - Larry reported on attending the DCL board meeting on May 4
 - Lin reported on attending the DCL trustee training on April 29
- V. Old Business
 - Human resources issue discussion - held in executive session
- VI. New Business
 - Trustee elections - postponed until June meeting
 - Grounds - patio area - Marie provided an update
 - Donor brick installation - Marie provided an update
 - Contract - HVAC: was awarded per previous authorization
 - Contract - Elevator: was awarded per previous authorization
 - Contract - Facilities Management: was awarded per previous authorization
 - Close 2 PNC accounts - Bob made a motion to close these 2 accounts at PNC Bank that were no longer needed, seconded by Doug. The motion was approved unanimously. **(Motion #2)**
- VII. Public Discussion - None
- VIII. Adjournment:
 - Bob made a motion to adjourn, seconded by Paul. The motion was approved unanimously. **(Motion #3)**
 - The meeting was adjourned at 9:15 PM.