

Media-Upper Providence Free Library - Board of Trustees Meeting Minutes
7 PM, Monday, April 23, 2018 – 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.

1. Opening of Meeting
 - a. Call to Order: The meeting was called to order at 7:06 PM.
 - b. Present – Trustees: Karen Ashbach, Larry Chrzan, Lin Axamethy Floyd, Preeti Gupta, Michael Pahides, Betsy Race, Kelly Schaffer, Sharon Vandegrift; Director: Sandra Samuel; Liaisons: Peter Williamson
 - c. Absent – Trustees: Marie Sciocchetti; Liaisons: Beth Glassman
 - d. Guests: None
2. Consent Agenda
 - a. Approval of Minutes: Kelly made a motion to approve the March 2018 minutes, seconded by Preeti. The motion passed unanimously, with the revisions indicated below. **(Motion #1)**
 - b. President’s report: Larry provided the President’s report in advance. In addition, Larry reminded the Board that the May meeting will be rescheduled to June 4, 2018.
 - c. Library Director's Report: Sandra provided the Director's report in advance. Additional discussion included:
 - i. Recap of spring book sale;
 - ii. Community bulletin board; and
 - iii. DCL circulation upgrade.
 - d. Treasurer's Report: Marie provided the Treasurer’s report in advance of the meeting. Additional discussion focused on areas of the report that will need to be clarified: book sale funding line, source of ~\$8,000; grant (\$10,000) that paid for security system does not appear to be listed as income; and personnel expenses are missing a line item. Preeti made a motion to table approval of the Treasurer’s report, seconded by Kelly. The motion passed unanimously. **(Motion #2)**
3. Committee Reports
 - a. Marketing/PR: Preeti and Kelly provided a report in advance of the meeting. Additional discussion included:
 - i. Recap from the bake sale; and
 - ii. June 4 reception.
 - b. Board and Staff: Lin reported that she met with Sandra regarding the Human Resources Manual. June meeting will include report on HR Manual.
 - c. Building: Betsy provided a report in advance of the meeting. Additional discussion included roof leak, front entrance door, parking, and hot water heater and backflow testing.
 - d. Fundraising: Marie and Sharon have been meeting to transfer responsibilities. Sandra reported that the annual appeal was mailed.
 - e. Finance: No report
4. Other Reports and Announcements - None
5. DCL Reports
 - a. Karen attended the April meeting and provided notes in advance of the Board meeting.
 - b. Karen and Sharon attended the DCL training and meeting notes were sent in advance.
6. Liaison Reports
 - a. Archives: Mike provided an update about move to an electronic archives system. Website upgrades are in process to enhance retrieval capacity.
 - b. School Board: No update

7. Old Business - None
8. New Business – None
9. Public Discussion – None
10. Adjournment
 - a. Sharon made a motion to adjourn, seconded by Preeti. The motion was approved unanimously. (**Motion #3**)
 - b. The meeting adjourned at 8:26 PM.

Submitted by Kelly Schaffer, Secretary