

Media-Upper Providence Free Library -- Board of Trustees Meeting Minutes
7:00 pm, Monday, October 22, 2018 – MUPFL Board Room, 2nd Floor

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 7:05 pm
- b. Present-- Trustees: Larry Chrzan, Elaine Crivelli, Sharon Vandergrift, William Campi, Cathleen Zurbach, Lin Axamethy Floyd, Grant Gegwich, Karen Gergely; MUPFL Director: Sandra Samuel; Advisory: Jeanne Benzel
- c. Absent- Kelly Schaffer, Liaisons: Beth Glassman, Peter Williamson
- d. Guests- None

II. Consent Agenda

- a. Approval of minutes. Sharon made a motion to approve the minutes of September 24, 2018; Lin seconded the motion. The motion was approved unanimously as presented **(Motion #1)**.
- b. President's report-- Larry provided the President's report in advance of the meeting. Additional discussion included:
 - Larry and Sandra will attend the Media Borough budget review on October 24.
 1. Additional hours on weekend to be proposed.
- c. Library Director's report -- Sandra provided the Director's report in advance. Additional discussion included:
 - Hoopla online streaming service costs have increased. Sandra has researched options, but no affordable offerings are currently available. As a streaming service, offerings are not counted by the state as a "possessed" asset in the collection. Bill moved and Sharon seconded a motion to reduce Hoopla to 3 units/person/month for November, and to end the service as of November 2018. **(Motion #2)**. The motion passed: Ayes 7, Nays 1, Abstentions 0.
- d. Treasurer's Report—Bill provided the Treasurer's Report in advance. Additional discussion included:
 - Bill explained the detailed summary format of the report allows us to review income/expenditures.
 - Bill is adjusting assignments of line items to align the report more closely to support annual reporting requirements. (i.e., Board, state, federal reporting requirements).
 - Discussed several line items: Received \$7,500 from Media Borough dedicated to development plan. Archives AC system. Book Sale expenses. Fundraising up by \$20,000 year to date. Awaiting RTMSD and Media Borough payments by end of year.
 - Grant made a motion to approve the Treasurer's Report, Cathy seconded the motion. The Motion passed unanimously **(Motion #3)**.

III. Committee Reports

- a. Marketing/PR – Kelly provided a report in advance. Additional discussion included:
 - Penncrest marching band appeared at midday at the Book Sale. Thanks to Karen for arranging for the band.
- b. Board and Staff – Lin will circulate evaluation form for Sandra and schedule a review meeting for this committee with Sandra.

- c. Building – Larry provided a report in advance. Additional discussion included:
 - ADA compliant doors, not in current budget. Will approach UP on a proposal for a special project.
 - Computer area upgrade proposal will be developed.
- d. Fundraising – Sharon provided a report in advance. Additional discussion included:
 - Ivy Consulting proposal is moving towards signature. Board will be involved in a strategy meeting as part of the project.
 - Annual appeal letter will go out in the next month to about 1,000. Tone is “thank you”, but will include a donor envelope.
- e. Finance – Bill provided a report in advance. Additional discussion included:
 - Next year’s budget in process; trustees are asked to contact Bill on projects for coming year that will require funding in the budget.

IV. DCL Reports

- a. October meeting – Sharon provided a report in advance.
- b. Grant will attend December 6th meeting.
- c. 2019 schedule coming soon.

V. Liaison Reports

- a. Archives-- Sandra will be the liaison going forward.

VI. Old Business

- a. **Drop Box**—Our files on Dropbox need to be sorted into 1) currently useful documents and 2) archives. Larry will move forward on reorganizing and coordinate with Kelly and Sandra, using the Director's Dropbox account to transfer ownership to the Director.

VII. New Business

- a. Media Arts Council (MAC) opening is October 27, 4-6 pm.
- b. Trustee orientation—Larry sent library code, trustee handbook (from PA) to all trustees and will arrange a meeting with new trustees.

VIII. Public Discussion-- none

- IX. Adjournment** at 9:03pm Bill moved and Cathy seconded a motion to adjourn. Approved unanimously (**Motion #3**).

Respectfully submitted,

Lin Axamethy Floyd, substitute recording secretary
October 26, 2018