

Media-Upper Providence Free Library - Board of Trustees Meeting Minutes
7:00pm PM, Monday, January 28, 2019 – 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. Present – Trustees: Karen Ashbach, William Campi, Larry Chrzan, Elaine Crivelli, Grant Gegwich, Kelly Schaffer, Cathy Zurbach; Director: Sandra Samuel; Liaisons: Peter Williamson
 - b. Absent – Trustees: Lin Axamethy Floyd; Liaisons: Tim Broadhurst
 - c. Call to Order: The meeting was called to order at 7:00 PM.

2. Consent Agenda
 - a. Approval of Minutes: Karen made a motion to approve the November 26, 2018 minutes, seconded by Sharon. The motion passed unanimously. **(Motion #1)** Cathy made a motion to approve the December 20, 2018 minutes, seconded by Sharon. The motion passed unanimously. **(Motion #2)**

 - b. President’s report: Larry provided a president’s report in advance of the meeting.

 - c. Library Director's Report: Sandra provided the Director's report in advance of the meeting. Additional discussion included resolution of issues with the website’s domain name registration. The group also discussed meeting room renters’ use of the image of the library. A motion was made by Bill, seconded by Kelly, for the Marketing Committee to look further into issues around use of the image of the library and to make a recommendation to the Board for how to address any issues. The motion passed unanimously. **(Motion #3)** Marketing/PR Committee will also discuss if it would be useful to have the library’s insurance provider come speak with the group about image use.

 - d. Treasurer's Report: Bill provided a Treasurer’s Report in advance of the meeting. Cathy made a motion, seconded by Kelly, to approve the Treasurer’s Report. The motion passed unanimously. **(Motion #4)**

3. Committee Reports
 - a. Marketing/PR: The Marketing/PR Committee did not meet this month. Kelly announced that Cathy would be the new Chair of the committee.

 - b. Board and Staff: Lin provided a report in advance of the meeting. Additional discussion included the need for a system to preserve notes from executive sessions and personnel-related items.

 - c. Building: Larry provided an update that the committee did not meet this month. Additional discussion included an update on the new front doors, which will be installed this month.

 - d. Fundraising: Sharon provided a report in advance of the meeting. Sharon also noted that the next Board meeting (February 25) will be 5-9pm and will be the workshop with Ivy Group.

 - e. Finance: Bill provided an update that the Director now has access to payroll, and the Treasurer is also getting access. A motion was made by Bill, seconded by Sharon, to waive the table (approved at the 11/26/19 Board meeting) to approve the November Treasurer’s report. The motion passed unanimously. **(Motion #5)**

 - f. ***Executive Session***

4. DCL Reports
 - a. Grant provided an update on the December 2018 DCL meeting. Cathy offered to attend the October 2019 meeting.

5. Liaison Reports
 - a. Archives: No updates.

6. Old Business
 - a. No updates.
7. New Business
 - a. Library name: Larry provided an update to the group that Media Library Association is the official name of the library. The group discussed the possibility of changing the formal name. Karen will explore this further and report back to the Board.
 - b. Legal counsel: The group discussed the possibility of procuring the services of an attorney or firm to help the library address legal issues (e.g., name change, human resources, copyright).
8. *Executive Session*
9. Public Discussion – None
10. Adjournment
 - a. Bill made a motion to adjourn, seconded by Cathy. The motion passed unanimously. **(Motion #8)**
 - b. The meeting adjourned at 8:45 PM.

Submitted by Kelly Schaffer, Secretary