

**Media-Upper Providence Free Library - Board of Trustees Meeting Minutes**  
**7:00pm PM, Monday, March 25, 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, Kelly Schaffer, Cathy Zurbach; Director: Sandra Samuel
  - b. Absent – Trustees: Grant Gegwich, Lin Axamethy Floyd; Liaisons: Tim Broadhurst, Peter Williamson
  - c. Call to Order: The meeting was called to order at 7:00 PM.
2. Un-tabling February Agenda Items
  - a. Karen made a motion, seconded by Cathy, to un-table the agenda items from the February meeting. The motion was approved unanimously. **(Motion #1)**
3. Consent Agenda
  - a. Approval of minutes
    - i. Sharon made a motion, seconded by Cathy, to approve the January 2019 Board meeting minutes. The motion was approved unanimously. **(Motion #2)**
      - (1) One update was made to the January Board meeting minutes. There was not an issue with WordPress. Rather, it was with the domain name registration.
    - ii. Bill made a motion, seconded by Elaine, to approve the February 2019 Board meeting minutes. The motion passed unanimously. **(Motion #3)**
  - b. President’s report: Larry noted that Jeanne Benzel informed him she would not continue on the Advisory Council. Larry also noted that there is now a library page on Upper Providence Township’s website. The results of an Upper Providence Township planning survey were also forwarded to the group.
  - c. Director’s report: Sandra provided a Director’s report in advance of the meeting. She also provided an update on the upcoming author event with Helen Zia.
  - d. Treasurer’s report: Bill provided a Treasurer’s report in advance of the meeting. Bill noted Upper Providence has moved to quarterly payments - \$25,000 per quarter. Meeting room rentals is off by almost \$3,000, though Sandra noted \$5,000 could be transferred from PayPal. On line 9025 of this month’s budget report, the amount should be \$2,976 (instead of \$2,3976). The group also discussed Amazon Smile, which functions as a credit to expenditures.
    - i. Kelly made a motion, seconded by Cathy, to approve the Treasurer’s report. The motion was approved unanimously. **(Motion #3)**
4. Committee Reports
  - a. Marketing/PR – Cathy provided a report in advance of the meeting. She encouraged Board members to volunteer for the Media 5 Mile Race. Bill and Karen have signed up to volunteer. Cathy will re-send the link to the Board for sign ups.
  - b. Fundraising – Sharon provided a report in advance of the meeting. The draft appeal document was shared with the group. Sharon thanked trustees for attending the workshop with Ivy Group. The report from Ivy Group will be shared with the Board. The Fundraising Committee will bring recommendations to the Board about how to move forward with recommendations from the report.
  - c. Board and Staff – The Board discussed the status of the HR Manual and steps for finalizing.
  - d. Building – Larry noted the ADA doors are installed and working. Sandra provided an update that slate slabs were installed around the trash area. The group agreed that going forward the Building Committee will only convene if there are major issues that need to be addressed.
  - e. Finance – Bill provided an updated 2019 budget. The gifts and grants amount (\$20,000) was omitted from the total line item in the budget that the Board approved. This error has been resolved and the total updated to include gifts and grants. The group also discussed employee health stipends, which are paid \$400 per month to two employees - \$9600 per year. The initial budget had \$8,000. Payroll tax was also off by \$776.

Taking the favorable gifts/grants amount into consideration with these expenses, the library is still in a favorable position by \$17,602. Bill made motion, seconded by Sharon, to add a line item to the budget labeled unidentified projects – for the \$17,602. The motion was approved unanimously. **(Motion #4)** Bill also noted that the interest payment to Media Borough is due April 1.

5. DCL Reports
  - a. Karen attended the February DCL meeting at Furness Library. Sharon noted DCL Foundation is undertaking strategic planning. Lin attended the strategic planning meeting for board members. Sandra went to the director's focus group.
6. Finance
  - a. The library's banking relationship is with PNC. Sharon made a motion, seconded by Karen, to authorize the Treasurer (Bill) to change banking institutions for MUPFL funds. The motion was approved unanimously. **(Motion #5)**
7. Liaison Reports
  - a. Archives: Sandra provided an update on new materials in Archives.
8. Old Business
  - a. Name change – Karen connected with Lin who is going to assist with exploring how to change the name of the library.
  - b. Rescheduling May meeting – The group agreed to reschedule the May meeting. Karen made motion, seconded by Kelly, to reschedule the May 27 meeting to June 3, 2019. The motion passed unanimously. **(Motion #6)** Election of new trustees will take place June 3. New trustees will meet end of June (June meeting) to elect officers.
9. New Business
  - a. Bylaws – Larry provided an update that Media Borough code states that the borough has two trustee appointees to the Board. Currently, MUPFL bylaws allow one appointee from any entity that provides at least 20% of the library's annual budget. The Board discussed options for changing the library's Bylaws. Kelly made a motion, seconded by Karen, to amend the library's bylaws to allow for up to two appointees from each entity that provides at least 20% of the library's annual operating budget. The motion was approved unanimously. **(Motion #7)**
10. Public Discussion – None
11. Adjournment
  - a. Bill made a motion to adjourn, seconded by Sharon. The motion passed unanimously. **(Motion #8)**
  - b. The meeting adjourned at 8:51 PM.
12. Executive Session

Submitted by Kelly Schaffer, Secretary