

Media-Upper Providence Free Library - Board of Trustees Meeting Minutes
7:00pm PM, Monday, April 22, 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, Grant Gegwich, Lin Axamethy Floyd; Kelly Schaffer, Cathy Zurbach; Director: Sandra Samuel; Liaisons: Peter Williamson Tim Broadhurst
 - b. Absent – Trustees: Elaine Crivelli; Liaisons: Tim Broadhurst
 - c. Call to Order: The meeting was called to order at 7:03 PM.

2. Consent Agenda
 - a. Approval of minutes
 - i. Karen made a motion, seconded by Lin, to approve the March 2019 Board meeting minutes. The motion was approved unanimously. **(Motion #1)**
 - b. President’s report: Larry provided an update on a potential trustee who has financial background. Trustee elections and appointments will be take place at the next Board meeting (June 3, 2019).
 - c. Director’s report: Sandra provided a Director’s report in advance of the meeting. Reporting of municipal contributions across DCL libraries was discussed.
 - d. Treasurer’s report: Bill provided a Treasurer’s report in advance of the meeting. Meeting room rental was discussed. Payment goes into PayPal. Sandra and Bill are reviewing when the transfer is made. The group also discussed the timing of personnel expenses. Sharon made a motion, seconded by Cathy, to approve the Treasurer’s report. The motion was approved unanimously. **(Motion #2)**

3. Committee Reports
 - a. Marketing/PR – Cathy provided a report in advance of the meeting. The group discussed thank you notes to borough and council members. Karen is coordinating. Cathy is going to purchase pretzels for the book sale and Lin will also attend. Cathy attended the April 2019 DCL meeting. Two volunteers are needed for the trustee training on June 8 at DCIU. Cathy and Grant will attend. Cathy also noted that libraries would be sharing electronic tools for library card sign ups.
 - b. Board and Staff – No updates.
 - c. Building – No updates.
 - d. Fundraising – Sharon provided a report in advance of the meeting as well as a possible action plan to address recommendations from Ivy Group.
 - i. Fundraising campaign online – The purpose is to connect with grassroots users. The group discussed possible strategies (e.g., Facebook, MUPFL website). Updates to the computer desk area and children’s room are two possible focus areas. The timing will be after the spring appeal, around the start of summer programming (mid-June).
 - (1) Sandra will create a list of children’s room purchases.
 - (2) Grant will take the lead on Facebook. Marketing and Fundraising will work together.
 - ii. Social and fundraising event
 - (1) Group will continue to explore opportunities for a fall fundraiser.
 - iii. House party for high-end givers, around February 2020. Sharon will take lead to coordinate. A suggestion was made to solicit donations from local businesses.
 - e. Finance
 - i. Bookkeeper services will be reviewed after the audit.

4. DCL Reports
 - a. Cathy attended the April DCL meeting and shared an update during the Marketing report out.

5. Liaison Reports
 - a. Archives - Sandra provided an update on new materials in Archives.

6. Old Business
 - a. Name change – Lin and Karen will meet to discuss.
 - b. Trustee recruitment – Media Borough and Upper Providence have opportunity for new appointees. Board members will actively recruit new trustees.
7. New Business – None
8. Public Discussion – None
9. Adjournment
 - a. Bill made a motion to adjourn, seconded by Cathy. The motion passed unanimously. **(Motion #3)**
 - b. The meeting adjourned at 8:29 PM.
10. Executive Session

Submitted by Kelly Schaffer, Secretary