

**Media-Upper Providence Free Library - Board of Trustees Meeting Minutes**  
**7:00pm PM, Monday, June 3, 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, Lin Axamethy Floyd; Kelly Schaffer; Director: Sandra Samuel
  - b. Absent – Trustees: Grant Gegwich, Cathy Zurbach; Liaisons: Peter Williamson and Tim Broadhurst
  - c. Recognition of visitors: Victoria Young
  - d. Call to Order: The meeting was called to order at 7:07 PM.
  
2. Consent Agenda
  - a. Approval of minutes
    - i. Karen made a motion, seconded by Bill, to approve the April 2019 Board meeting minutes. The motion was approved unanimously. **(Motion #1)**
  - b. President’s report: Larry provided a report in advance of the meeting. Board recruitment and appointees were discussed. Larry appointed Victoria Young to the Advisory Council and she will serve on the Finance Committee. Kelly will forward Advisory form and conflict of interest form to Victoria for completion.
  - c. Director’s report: Sandra provided a Director’s report in advance of the meeting.
  - d. Treasurer’s report: Bill provided a Treasurer’s report in advance of the meeting. Lin made a motion, seconded by Sharon, 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.
  - b. Board and Staff – Lin provided an update on the Personnel Handbook. Larry appointed Lin Axamethy Floyd to the Advisory Council and she will serve on the Board and Staff Committee.
  - c. Building – No updates.
  - d. Fundraising – Sharon provided a report in advance of the meeting. The group discussed annual appeal fundraising strategies.
  - e. Finance – Bill provided a report in advance of the meeting. In addition,
    - i. Bill provided an update that the format of the monthly report will be based on Quickbooks until a new format is determined with the bookkeeper.
    - ii. Bank accounts were researched. Bill made a motion, seconded by Kelly, to open a bank account at Bryn Mawr Trust to make an initial deposit at the Treasure’s discretion. The motion was approved unanimously. **(Motion #3)** Bill made a motion, seconded by Sharon, to discontinue accounts with PNC and to transition all funds to the Bryn Mawr Trust accounts. The motion was approved unanimously. **(Motion #4)**
    - iii. The group discussed the current PNC account for the Sprogell Trust.
  
4. DCL Reports
  - a. Sharon will attend on Thursday June 6, 2019.
  
5. Liaison Reports
  - a. Archives - Sandra provided an update on Archives.
  
6. Old Business
  - a. Name change – No update. Sandra will check with the insurance carrier to see if this is an area where they can advise. Larry suggested this is an area where the Board could procure the professional services of a local attorney.

7. New Business
  - a. Larry Charzan, Lin Axamethy Floyd and Kelly Schaffer were recognized for their service to MUPFL and were presented parting gifts.
8. Public Discussion – None
9. Adjournment
  - a. Bill made a motion to adjourn, seconded by Lin. The motion passed unanimously. **(Motion #5)**
  - b. The meeting adjourned at 8:29 PM.

Submitted by Kelly Schaffer, Secretary