

**Media-Upper Providence Free Library - Board of Trustees Meeting Minutes**  
**7:00pm PM, Monday, October 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. Call to Order: The meeting was called to order at 7:00 PM.
  - b. Present – Trustees: Karen Ashbach, William Campi, Brittany Forman, Grant Gegwich, Sharon Vandegrift, Victoria Young, Cathy Zurbach; Director: Sandra Samuel.
    - i. Absent – Trustee: Elaine Crivelli. Liaison: Peter Williamson, Tim Broadhurst
  - c. Recognition of visitors: n/a
2. Consent Agenda
  - a. Approval of minutes: Bill made a motion, seconded by Brittany, to approve the September 23, 2019 Board meeting minutes. The motion was approved unanimously. **(Motion #1)**
  - b. President’s report: Sharon provided a report in advance of the meeting.
  - 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. Bill made a motion, seconded by Karen, to approve the Treasurer’s report. The motion was approved unanimously. **(Motion #2).**
3. Committee Reports
  - a. Finance report: Bill provided a report in advance of the meeting. Request for finance volunteers was made.
  - b. Development & Communications – Cathy provided a report in advance of the meeting. Request for fundraising volunteers was put forth.
  - c. Board and Staff – Sharon provided a report in advance. Sharon made a motion, seconded by Brittany, to approve the HR handbook. The motion was approved unanimously. **(Motion #3).**
  - d. Building – No updates.
4. DCL Reports
  - a. Cathy provided a report in advance of the meeting.
5. Liaison Reports
  - a. Archives – n/a.
6. Old Business
7. New Business
8. Public Discussion – None
9. Adjournment
  - a. Bill made a motion to adjourn, seconded by Sharon. The motion passed unanimously. **(Motion #4)**
  - b. The meeting adjourned at 8:12 PM.

Submitted by Karen Ashbach, Secretary