

**Board of Trustees Meeting**  
**Monday, October 25, 2021 7pm**  
**Minutes**

*Mission: Providing informational, educational, recreational and cultural resources to meet the needs of Media and Upper Providence residents and the greater community.*

**Virtual Meeting Link:** <https://meeting.windstream.com/j/1119667319>

## Minutes

**1. Meeting opened** at 7:00pm with the following attendance:

- Present: Stacy Buechele, Bernadette Daniel, Sandra Samuel, Leo Stahl, Victoria Young, Cathy Zurbach, Tu Packard, Nancy Mott, Sue Harris,
- Absent: Media Borough Liaison, Peter Williamson, Upper Providence Township Liaison, Kevin Else, Scott Davidson, Cynthia Sikaras

**2. October Book Sale Video:**

- Carol Camron joined us to discuss the amazing [Book Sale Video](#).
- Nancy Mott already has put together a very fine list of possible video stories to showcase aspects of the library's essential role in our community. To save time our little subcommittee will vet all ideas, prioritize, and come up with an action plan. Tu is leading
- Carol sticking with outdoor work
- Idea - consider sending link out with appeal letters and grant letters

**3. Minutes:** September Minutes were approved, motion #1 made by Nancy/Leo, motion #2 made by Victoria

**4. President's Report:** Victoria reviewed the President's report that was shared ahead of the meeting.

- Mortgage Discussion: Victoria received the final signed copy of the mortgage remodification
- Borough Finance Committee Workshop: Cathy, Bernadette, and Bernadette attended
- Requested equal amounts from the Borough and the Township (\$145k each)
- Township Public Meeting coming up and will request at the meeting

**5. Director's Report:** Sandra shared the excellent success of the FALL BOOK SALE was a SUCCESS!

- 2021 FALL BOOK SALE: \$24,523 (2019 Fall Sale: \$30,780)
- ACTION ITEM: Handwritten thank you notes for volunteers - Victoria will get volunteer list from Robin
- Discussion around the Program Attendance Log

**6. Treasurer's Report:**

- Review of Audit Report - done by Stella and L&E on an annual contract basis
- IRS Form 990 is due under final extension in November. Bernadette will share the draft via email - it will look similar to the financial reports. Bernadette will file the directly.

- Hoping to get the budget soon to have it done by December

## 7. Development & Communications Report

- Giving Brochure complete and other tools such as the video to share (brochure needed)
- **Action Items:**
  - Appeal letter going out to everyone on the list
  - These people should be contacted independently via email, phone, handwritten letter
  - Message is that the appeal letter is coming....and/or hey the appeal letter is out and have you seen it
  - 125 large donors, let's make them feel valued
- Nancy shared a very helpful report out on Fundraising techniques for the library
  - "Friend" of the library - quarterly newsletter from the President? Run a report of if anyone hasn't been in the library recently and invite them for a special visit post-covid
  - Elevator Speech brainstorm?
  - **Action Item:** Review [Templates and Slides Here](#) and the [One Hour Webinar](#)
- **Action Item:** Appeal Letter: Cathy requested a volunteer to work on the letter this week, goal to get out by Thanksgiving - Stacy to volunteer on the first draft
- *MUPFL Community Partnerships:* Discussion around enhancing our relationships in the community.
  - **Action Item:** Each member please place your comments, edit, and any information. Choose one partner to reach out to and be prepared to discuss how it went at the next meeting.

**8. Old Business:** Leo attended the DCLB on Oct 7, short meeting, we got the funding

**9. Next Meeting:** Virtual on Monday, December 6

**10. Meeting Adjournment:** The meeting was motioned to adjourn by Cathy with a 2nd by Nancy at 8:43pm