

**Board of Trustees Meeting**  
**Monday, September 27, 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 7:02pm with the following attendance:

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

**2. October Book Sale:** Sue Harris introduced herself and reviewed the board members who are signed up to volunteer. The Media Business Authority offered to promote the event on their website. Review of volunteer sign-ups and times. Discussion on bookmark event promotions. Sandra will send the information to Media Borough and UPT to place on their page.

**3. Minutes:** August Minutes were approved, motion #1 made by Leo, motion #2 made by Cynthia

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

- **Mortgage Discussion:** Victoria shared that Media Borough has modified the mortgage loan from a 10 year loan to a 30 year loan, decreasing the annual mortgage costs from \$120k to \$41k. Payments are due annually in April (interest only) and October (interest + principle). No payments made/due in calendar year 2021.
  - **Vote:** *LOAN MODIFICATION AGREEMENT AND AMENDMENT TO PROMISSORY NOTE presented today, dated when executed. Motion #1 made Scott, #2 by Nancy. Unanimously approved.*
- **MUPFL Community Partnerships:** Discussion around enhancing our relationships in the community.
  - **Action Item:** Each member please place your comments, edit, and any information you have on the google document so we can have a healthy discussion at the October meeting.

**5. Director's Report:** Sandra reviewed the Director's report that was shared ahead of the meeting. Highlights included the graphic representation of the circulation numbers.

**6. Treasurer's Report:** Bernadette reviewed the reports shared ahead of the meeting (Budget vs Actual

and Financial Statement)

**7. Communications/Development Report:** Cathy reviewed the report shared ahead of the meeting. Discussion around:

- Creating videos promoting the library (Tu has a POC) a la Ex Libris
- Scott is taking the lead on revising the Appeal Letter
- Closer look at Donor Cultivation

**8. Old Business:** All Conflict of Interest Forms and new Trustee Agreement Forms have been signed

**9. New Business:** The Media 5-Miler ended up being virtual and no volunteers were needed. MUPFL was designated as one of the beneficiaries so Sandra will keep an eye out for a donation from them

**10. Meeting Adjournment:** The meeting was motioned to adjourn by Leo with a 2nd by Cynthia at 8:40pm