



**Board of Trustees Meeting**  
**Monday, March 28, 2022 7pm**  
**Minutes**

**Virtual Meeting Link:** <https://meeting.windstream.com/j/119667319>  
**2022.3.28 Meeting Documents**

## Minutes

### 1. The virtual meeting opened at 7:03pm

- **Attendees:** Victoria Young, Stacy Buechele, Sandra Samuel, Nancy Mott, Cynthia Sikaras, Tu Packard, Charlene Chapman, Peter Williamson, Cathy Zurbach, Scott Davidseon, Marsha Peterson, Bernadette Daniel
- **Absent:** None

### 2: Guest Speaker: April 23rd-26th Book Sale: Charlene Chapman:

- Robin, Astrid, and Phoebe have retired from leading the book sale. Charlene, Pam Ziggler, and Lisa P are now leading the Book Sale. Shelves are getting full. Recent 17 person planning meeting, some new and experienced, went well.
- Robin held the 14th annual teacher sale via a grant from Fischers foundation; 51 teachers participated and spent \$5k(which was the goal) for a total of 3500 books for Title I schools in the community. Brief video on facebook.
- For the Book Sale Weekend:
  - Signs and Flyers ready to be distributed
  - Relaxed COVID standards
  - Using all 3 floors. A diagram may be helpful.
  - Gaps in the signups for help. Need cashiers. Have a tabulator. Saturday is the busiest day.
  - Sunday is half price. Monday is \$5 a bag.
- After the book sale:
  - Tentacles into migrant workers, laundromats, inner city doctor/dentist offices to donate materials
  - After the book sale, tentacles into migrant workers, laundromats, inner city doctor/dentist offices to donate materials.
  - Then start cleanup/cleanout, enlisted Penncrest Students. Discover books pickup on Wednesday.
  - May 11th meeting
- Fall Sale: Oct 15-17, 2022 - save the date.

**Action Item 1:** Charlene will provide Cathy dates/times when they'd like our board members volunteer

**3. Guest Speaker: Marsha Peterson:** New UPT Councilmember, requested to be the MUPFL Liaison. Excited for the role, can spread the work via UPT communication mediums. Can get the community involved. Understand the value of the library to the community.

4. [Feb 2022 Minutes](#) were unanimously approved, motion #1 made by Cynthia, motion #2 made by Scott

### 5. Report Q&As:

- **President's Report (Victoria Young):**
  - Comment: Understand the assignments are a big change and I'm excited that everyone has embraced the change. Remember you are not alone
  - June / Aug Dining Under Stars - please sign up for either June or August. "Libraries are more than just books", demo app, sign ppl up for library cards?,

**Action Item 2a:** Get the actual Dining Under Stars dates from Dave, then board members sign up

**Action Item 2b:** Cynthia/FDR Committee to come up with ideas on how to promote the library during

the 2 DUS nights and meet with MBA to discuss.

- **Treasurer's Report (Bernadette Daniel):**
  - Comment: Some of the government money comes in a little later than planned. Met on financial reports. . We've had 81 donors \$6570 as of 3.28.22 since Jan.
  - Success story: Tim Sullivan, donor, commented it was the first time he received a handwritten note from the library as a thank you. Nancy's husband relayed that he shared the 3 total notes that were on his desk.
  - Sally Hitchcock, a former Book Sale Volunteer, passed away this year. Her legacy lives on via \$1700 in donations made in her memory. Cathy wrote a note to Sally thanking her for her service before passing, and Mr. Hitchcock was so very touched.  
**Action Item 3: A single \$2500 donation - Cynthia will ask Margie where it came from**
- **ComDevelopment Report (Cathy Zurbach):**
  - **Action Item 4: The Media 5 Mile Race is June 17th, will need volunteers, pencil in on calendar**
  - The Spring Appeal letter is ready to go, everything is printed, will have it out by April 1st via non-profit bulk mail. 2 Lists: Personalized vs "Library Friend". E-version coming as well to send to the Adult Email newsletter
- **Director's Report (Sandra Samuel):**
  - Discussion around the last graph on cardholders, MUPFL board is interested in digging into the details of the data and comparison.

## 6. Old Business

- [DCL 2022 Meetings](#) needed on volunteer for October 20, 2022 - need a volunteer - Scott volunteered
- [Fairfield Parent+Child Carrels](#) & [Library of Things](#) - next steps: develop a survey as part of the strategic plan Summer 2022 (Tu Packard)

## 7. New Business

- a. Board Positions and Subcommittee Leads reviewed
- b. [By-Law Revisions](#) (Cathy Zurbach):
  - i. Cynthia - requested that Peter and Marsha recommend any further advisors assist the board and subcommittees.
  - ii. Vote on new By-Laws were unanimously approved, motion #1 made by Tu, motion #2 made by Nancy.  
**Action Item 5: Cathy will send to Stacy, Stacy to final review and PDF, send to Director to post online and remove the old one.**
- c. Recruitment of Board Member to backfill Leo Stahl - discussed ideas of how to recruit applicants, via newsletters, UPT/Media Newsletters, Facebook. Timing needs to be discussed. Target May and lead by Tu/Governance Committee.  
**Action Item 6: Tu/Governance Committee to convene to review and determine job description, skill set, recruitment efforts, etc.**

## 8. Upcoming Meetings

- Future MUPFL Board Meetings - April Meeting will be in person with a hybrid option, 7pm.
  - Keep hybrid option available for participation if people are on travel or choose to participate virtually. DCL Technology. UPT just got a grant for A/V to hold hybrid township meetings, could be something to look into.
- Monday, April 25th at 7pm - will finalize MUPFL Board positions nominees.  
**Action Item 7: If you are interested in being slated for a position you're not currently an incumbent of, please email me Tu by April 15th.**
- Monday, May 23rd at 7pm - First, we will hold the annual meeting, where we will vote on MUPFL Board positions & to extend Victoria's membership on the board by a 3 year term. Then, we will vote and then close the annual meeting and begin the regular meeting resulting in two sets of minutes.

## 9. Public Discussion: None

## 10. Meeting Adjournment: The meeting was adjourned at 8:29pm