

**Board of Trustees Monthly Meeting**  
**Monday, June 27, 2022 7:00pm**  
**Minutes**

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

**2022.6.27 Meeting Documents**

**Agenda Items**

1. **The meeting opened at 7:03pm in person with a few virtual attendees:** Stacy Buechele, Sandra Samuel, Nancy Mott, Cynthia Sikaras, Scott Davidson, Bernadette Daniel, Mark Paikoff (virtual), Marsha Peterson (virtual), Christine Woody, Tu Packard, Cathy Zurbach
2. **Christine Woody** was introduced and welcomed as the new board member via unanimous vote - 1st motion by Cynthia Sikaras, 2nd motion made by Cath Zurbach.
3. The [2022.5.27 Meeting Minutes](#) were approved unanimously, 1st motion made by Scott Davidson and 2nd motion made by Cathy Zurbach. Unanimously approved.
4. Q&A on Reports ([Please read in advance](#))
  - i. President's Report: Discussed ensuring that the Borough and the Township are getting these updates via our liaisons. Sandra will send email both Mark and Marsha the monthly newsletter updates
  - ii. Treasurer's Report - Bernadette Daniel shared that we are about \$500 over budget, but in actuality will be about \$12k under budget once the Media Borough funding hits
  - iii. Director's Report - Sandra Samuel highlighted the Fine Free initiative. The Board voted via email unanimously to go fine free. Discussion on when to launch. Settled on after the new Strategic Plan is put in place. Sandra will work on messaging; share ideas on wording with her. Need to work on the Appeal Letter to go out in September 2022 via mass mailing and the newsletter email list and the Basic Funder email list which will be managed by the committee.
  - iv. Fundraising and Donor Relations Report - Cynthia Sikaras briefed the highlights of the report, to include promoting the Jute bag. Media Borough is voting to get rid of plastic bags so the Jute bag may be able to be cross-promoted.
  - v. Governance Report - Tu Packard briefed the highlights of the Survey. Christine will take the survey with fresh eyes. The committee will include Christine's feedback and then send out the survey. Discussion around how to get the survey out to patrons - add to the Outreach list. Suggest that the Board read the [2017 Strategic Plan](#). Survey and Focus groups to wrap up in September. Strategic Plan to be finalized in December 2022. Tu reported that additional materials were added to the [Welcome Kit](#) folder that other board members may find useful. They include a Board Self-Assessment and Leadership by Design handouts, as well as Resources for Board Members. Tu said for her these handouts helped to clarify her duties and responsibilities as a library board member.
  - vi. Marketing/Public Relations Report was briefed by Nancy Mott. Please sign up for the [August 24th Dining Under the Stars](#). Need to talk w Fire Company re barricades for Halloween after

party.

5. **Public Discussion** - no public attended.

6. **Upcoming MUPFL Board Meetings & Events**

- *NO July Monthly Meeting*
- Monday, August 15, 2022      MUPFL Monthly Meeting
- Thursday, August 18, 2022      DCL 2022 Meeting: Cynthia Sikaras
- Wednesday, August 24, 2022      Dining Under the Stars
- Saturday, September 17, 2022      [Upper Providence Township Community Day](#)
- Saturday, October 29, 2022      Media Borough Halloween Parade

7. The meeting adjourned at 8:14pm, Motion #1 was made by Scott, Motion #2 was made by Cathy. Unanimously approved.