

Media-Upper Providence Free Library - Board of Trustees Meeting Minutes
7:00pm PM, Monday, June 25, 2018 – 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. Present – Trustees: Karen Ashbach, William Campi, Larry Chrzan, Lin Axaemethy Floyd, Betsy Race, Kelly Schaffer, Sharon Vandegrift; Director: Sandra Samuel
 - b. Absent – Trustees: Preeti Gupta, Michael Pahides; Liaisons: Beth Glassman, Peter Williamson
 - c. Call to Order: The meeting was called to order at 7:07 PM.
 - d. Guests: None

2. Consent Agenda
 - a. Approval of Minutes: Lin made a motion to approve the June 4, 2018 minutes, seconded by Betsy. The motion passed unanimously with two noted revisions: **(Motion #1)**
 - i. Related to the bank signers, “resolution” will be changed to “motion.”
 - ii. William Campi is an appointed trustee for Upper Providence Township, rather than elected by the Board of Trustees.

 - b. President’s report: Larry provided the President’s Report in advance of the meeting. Additional discussion included:
 - i. Larry provided a list of committee assignments and discussion followed. Board members will assist to identify Advisory members to serve on committees. Executive Committee meetings will also be reinstated.
 - ii. The Board of Trustees has two openings and is actively recruiting to fill those spots. Sandra will put an announcement in the library newsletter.
 - iii. Larry reminded Board members to make an annual contribution to the library.

 - c. Library Director's Report: Sandra provided the Director's report in advance of the meeting. Additional discussion included:
 - i. The Board will sell pretzels and lemonade on the porch of the library, from 12-4pm, during the Media Hometown Cycling Classic on June 30th. Karen, Lin, and Larry will coordinate.
 - ii. Director’s priorities for library improvements include 1) handicap accessibility, 2) computer desk area, and 3) children’s room. Budget planning going forward will recognize that building needs may arise.

 - d. Treasurer's Report: Bill provided a Treasurer’s Report in advance. The Board discussed the budget report format and line items, noting inconsistency in the Personnel line item. Sharon made a motion, seconded by Kelly, to delay the vote to approve the Treasurer’s Report until next month. **(Motion #2)**

3. Executive Session

4. Committee Reports
 - a. Marketing/PR: Kelly provided a report in advance of the meeting.

 - b. Board and Staff: Lin provided an update at the meeting. The HR Manual is in process. The committee will be convened soon and will focus on recruiting board members.

 - c. Building: Betsy provided a report in advance of the meeting.

 - d. Fundraising: Sharon provided a report in advance of the meeting. In addition, three possible grants have been identified for submission.

 - e. Finance: No report.

5. Other Reports and Announcements - None

6. DCL Reports

- a. Sharon provided a report on the June 2018 DCL meeting in advance of the meeting.
7. Liaison Reports
 - a. Archives: No update.
 - b. School Board: The Board agreed it is not necessary to have a MUPFL Board liaison to RTMSD attend every school board meeting. Rather, a Board member will attend school board meetings as necessary.
8. Old Business - None
9. New Business
 - a. Meeting Schedule: The July Board meeting is canceled. Sharon made a motion, seconded by Kelly, to cancel the July Board meeting. The motion was approved unanimously. **(Motion #3)**
 - b. Conflict of Interest: Board members completed the annual Conflict of Interest Form.
 - c. Advisory Appointment: Larry appointed Betsy Race to the Advisory Council. Betsy will serve on the Building Committee.
10. Public Discussion – None
11. Adjournment
 - a. Bill made a motion to adjourn, seconded by Kelly. The motion was approved unanimously. **(Motion #4)**
 - b. The meeting adjourned at 8:50 PM.

Submitted by Kelly Schaffer, Secretary