

**Board of Trustees Meeting**  
**Monday, May 24, 2021 7pm**  
**MINUTES**

**Meeting held virtually via Google Meet**  
[2021.5.24 Meeting Documents](#)

*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 / Attendance:

- In Attendance: Stacy Buechele, Bill Campi, Bernadette Daniel, Scott Davidson, Nancy Mott, Sandra Samuel, Cynthia Sikaras, Leo Stahl, Victoria Young, Cathy Zurbach
- Absent: Media Borough Liaison, Peter Williamson
- Absent: Upper Providence Township Liaison, Kevin Else

2. Consent Agenda

- a. Approval of [4/26/21 Meeting Minutes](#): Bill Campi made a motion, seconded by Scott Davidson to approve the March 2021 Board meeting minutes. The motion was approved unanimously. (Motion #1)
- b. [President's Report](#):
  - Victoria Young reviewed the report that was shared in advance
  - Victoria shared she will be representing MUPFL at the June 3rd Media Borough Meeting in person to continue the conversation of converting the 10 year mortgage to a 30 year mortgage to increase annual cash flow
  - She reminded the Board of the importance of continuing to fundraise to augment the local government funding and communicate the Board's effectiveness
  - Victoria encourages all board members to reach out to their local government reps to establish partnerships
- c. [Director's Report](#) Sandra Samuel
  - Sandra reviewed the report that was shared in advance
  - Sandra shared that the April Pop-Up Porch book sale raised close to \$2000 and had approximately 1000 customers
  - She shared that she attends the Delco Library meeting every other month
  - Victoria asked Sandra to look into if there is any upcoming annual Trustee training
- d. [Treasurer's Report](#) Bill Campi
  - Bill reviewed the report that was shared in advance
  - Bernadette will be taking over Bill's Treasurer role effective 6/1/2021
- e. [Communications/Development Report](#) Cathy Zurbach
  - Cathy reviewed the report that was shared in advance
  - Discussion around details for Second Pop Up Sale scheduled for Sat, June 26th with addition of raffle, with a beach/summer theme, including ticket description, raffle website overview and additional information needed, and plan to display raffle items.
  - Discussion on the \$500 donation from Premier and their upcoming session
  - Thoughts of revisiting approaching WFSF bank for support

### 3 Old Business

#### a. [Welcome Kit Update](#)

Stacy Buechele

- Stacy shared the draft Welcome kit in advance with Victoria and Cathy for their feedback
- Along with the Welcome Kit, Stacy drafted a revised Trustee Board Member Agreement and dusted off the Conflict of Interest form.

### 4 New Business

#### b. [Google Docs Update](#)

Stacy Buechele

- Stacy created a new email: [muplibrarysecretary@gmail.com](mailto:muplibrarysecretary@gmail.com) and transferred the MUPFL Box.Com documents into the new MUPFL google drive
- The MUPFL Google Drive will be the board's electronic document management system moving forward, where each member has edit rights and can create folders as needed

#### c. [Salesforce for Nonprofits](#)

Stacy Buechele

- Stacy is piloting Salesforce for Nonprofits, which is geared for donor management and zero cost for up to 10 licence holders.

### 5. Public Discussion - none

6. Adjournment: Cathy made a motion to adjourn, seconded by Scott (motion #2). Meeting adjourned at 8:39pm.