

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

Board of Trustees Monthly Meeting Minutes

Monday, August 25, 2025 7:00 pm

Submitted by Meh Alam, Secretary

Attendees: Sandra Samuel, Pat Scanlon, Nancy Mott, Lisa Gelman, Marsha Peterson, Nathan Wenk, Lindsay Devine, Bernadette Daniel, Stacy Beller, Meh Alam, Elsa Rapp, Suzanne Cruit Remote: Suzanne Swan

Nancy opened the meeting at 7:05 pm and Meh took attendance

The June 2025 Board Meeting Minutes were approved following a motion by Pat and second by Suzanne

President's Report – Nancy Mott

- Opportunities to volunteer coming up - Dining Under the Stars, Media 175th Celebration
- Gordon will help with setting up for DUTS and Community Day

Treasurer's Report – Pat Scanlon

- Fall appeal letter will be sent out soon.
- Book sale scheduled for October. All book sale proceeds will support the Year-End income financials.
- Unexpected expenses include HVAC, Wi-Fi upgrades, and door repairs.
- 2025 budget includes a 3.5% increase to accommodate rising costs.
- Most recent expenses (HVAC, plumbing) are reflected in the current financial report; phone system is not yet included and may require budgeting in 2026. Sandra is actively gathering updated quotes.
- Nonprofit presentations to Media Borough are scheduled for Wednesday, Oct 15.
- Submission deadline is Sep 25; board provided live representation last year and may do so again.

Book Sale – Elsa Woodfin

- An additional PayPal Point of Sale device has been ordered for the October book sale.
- Teacher-focused book sale scheduled for September.

Director's Report – Sandra Samuel

- Reviewed key upcoming dates for upcoming board and library events including youth programs.
- Highlighted the recent maintenance issues and expenses will be included in the financial reports.

Old Business –

Fundraising Strategy – Board Working Groups - 2025-26 Fundraising Planning

Group 1: Themed Raffle Events

- Focused on monthly raffle planning.
- Sandra working to create the item-month assignments.
- Current raffle: Quilt (through Oct 31).
- Upcoming Holiday Basket includes: small quilt, teapot, tea bag bookmark, gift cards (\$100 Trader Joe's, DiFabio's).

Group 2: Major Fundraising Events

- Proposed three events for 2026:
 - *Line Dancing Night* – Nov 21 at Media Rec Center.
 - *Bag Bingo Night* – February, Upstairs Library Room.
 - *Beef, Beer & Boogie 2* – April, venue TBD (Media Community Center, Rose Valley Folk, or Rose Tree Firehall).
- Delco Gives timing will inform BBB2 scheduling.
- All events present sponsorship opportunities; aim to finalize dates by September.
- Previous BBB2 event included book sale promotion.

Group 3: Donor Development & Outreach

- Focused on expanding donor base and increasing contribution levels.
- Need to identify target businesses (local and corporate).
- Plan to create and update sponsorship outreach document.
- Goal: build broader community engagement and support.

Next Steps

- Each group to define actionable steps to move ideas forward.
- Use current downtime to refine plans and prepare for implementation

New Business –

Delaware County Libraries Board Update

- Upper Darby's Teen Advisory Board (TAB) presented at the last meeting; presenters (ages 12–17) were notably impressive.
- Media-UP Library's teen advocacy group will continue meeting throughout the year.
- Board expressed interest in expanding teen-focused programming.

Outreach & Communications

- Volunteer outreach schedule was circulated and is mostly filled for upcoming events.
- Appeal letter draft shared; board members to review and suggest any additions.

Upcoming Dates of Importance:

- 08/27 Dining Under the Stars 5 to 9pm State Street
- 09/06 125th Media Birthday Celebration 4:30 to 7 - Parlor Room, Community Center
- 09/13 Upper Providence Community Day 11 to 3 - Rose Tree Park
- 09/20 Teacher Book Sale
- 09/20 Media Porch Fest 12 to 3
- 9/29 Board Meeting
- 10/27 Board Meeting
- 11/24 Board Meeting

Nancy Adjourned the meeting at 7:53 p.m. following a motion by Elsa and second by Pat