



Board of Trustees
1 East Front Street
Media, PA 19063

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, October 27, 2025 7:00 pm
Submitted by Meh Alam, Secretary

Attendees: Sandra Samuel, Lindsay Devine, Suzanne Cruitt; Elsa Rapp, Pat Scanlon, Stacy Beller, Bernadette Daniel, Nathan Wenk, Suzanne Swan, Meh Alam
Suzanne opened the meeting at 7:00 pm and Meh took attendance

The September 2025 Board Meeting Minutes were approved following a motion by Suzanne and second by Elsa.

President's Report – Suzanne Cruitt

- Delco Gives Training Sessions
- - Delco Gives 101 Training: Scheduled for November 11
- - Delco Gives 201 Training: Scheduled for Friday, November 14
- - Nancy confirmed to attend

Treasurer's Report – Pat Scanlon

Pat presented the current budget vs. actuals summary:

- Annual appeals and contributions are below expectations, with a shortfall of \$17,000
- Book sale revenue exceeded projections by \$13,000
- An additional \$30,000 is needed to meet the year-end appeals goal
- A question was raised regarding the status of the state budget
- At the recent county meeting, board members indicated funding will remain at the current year's level for 2025
 - If additional funds become available, they will be distributed accordingly
- A trustee training session is available through the Pennsylvania Commonwealth of Libraries
- Final budget decisions are pending Media Borough's funding commitment, expected in January
- A follow-up meeting for the Budget Committee is tentatively scheduled for November 18

Marketing Report – Suzanne Cruitt

- Primary marketing efforts have focused on promoting the upcoming line dancing event
- 33 of 60 available tickets have been sold to date
- Continued outreach and promotion are planned to boost ticket sales
- Suzanne will conduct a walkthrough of the event space on Thursday at 1:00 PM

- A task list for board member support will be shared soon — volunteers are encouraged to participate

Development Report – Lindsay/Stacy

- The upcoming line dancing event has generated positive buzz and community interest
- The originally proposed venue, Rose Tree Firehouse, is unavailable for the “Beef Bear Boogie”
 - Alternative locations under evaluation include the Community Center and other nearby venues
- Sponsorship outreach is underway
- Nathan is actively contacting local businesses for potential support and contributions

Book Sale – Elsa Woodfin

- The library has approved the purchase of additional shelving units
- A request has been made for two more Zelle devices to support payment processing
- Despite the added devices, it remains essential to manually capture donor/purchaser names for recordkeeping
- The Book Sale Committee is expected to provide a recommendation on stationing and setup logistics related to Delco Gives prior to Spring Book Sale

Director’s Report – Sandra Samuel

- September and October were active months across programs and operations
- The Fall Book Sale has generated \$85,531.31 year-to-date
- Vicky reported strong participation in children’s programming
- Two teen volunteers are assisting with program delivery
- Library advocacy efforts continue, with Upper Providence usage consistently outpacing Media
- Bernadette reminded everyone that board members are reminded to contribute to the 2025 Annual Appeal if they haven’t already
- Board games are experiencing a resurgence in popularity — potential opportunity for future programming or community engagement

Old Business –

- Fundraising plans/raffles
 - Quilt Raffle:
 - The current quilt on display closes October 31
 - Nearly \$700 raised through quilt sales to date
 - Upcoming Raffle Packages:
 - November: Package includes tickets donated by Media Theater and dinner at La Padella for Act 1 – Mos Heart
 - Sandra will enhance the presentation
 - Goal is to showcase the package at the Line Dancing event
 - December: Holiday Tea Basket featuring a \$100 Trader Joe’s gift card and a teapot
 - January: “Cozy Winter Cabin” quilt and saucer sleds
 - Lindsay suggested displaying both the November and December raffle baskets

at the Line Dancing event

- **Training & Development**

- Board members are encouraged to sign up for Delco Gives training sessions (available remotely or in person)
- Remote Trustee Training on November 19:
- Two participants are needed;
 - Suzanne is confirmed
 - Lindsay will attend virtually

New Business –

- The board reviewed the draft action plan and logistics for the upcoming Country Line Dancing fundraiser:
- Event Details & Responsibilities
 - Trustees are encouraged to promote the event through their social networks and personal contacts
 - Raffle Table: Bernadette will take ownership of setup and management
 - Refreshments:
 - Water pitchers will be available at the kitchenette/bar area
 - Attendees may bring their own food and alcohol
 - Meh will provide boxed snacks and cookies
 - Check-In: Meh and Sandra will manage ticketing at the front door
 - Clean-Up: All board members will assist with post-event cleanup
 - Instructor Fee: \$250 allocated for the line dance instructor
 - Attendance Cap: Clarification needed — is the cap 60 or 80 attendees?
 - Additional Outreach
 - Sandra will contact the Lions Club to explore hot dog vending opportunities at the event

Upcoming Dates of Importance:

- 11/21 Line Dancing Fundraiser
- 11/24 Board Meeting

7. Adjournment

Suzanne Cruit

Suzanne Adjourned the meeting at 8:00 p.m. following a motion by Elsa and second by Lindsay.