

**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, September 29, 2025 7:00 pm**

**Submitted by Meh Alam, Secretary**

**Attendees:** Sandra Samuel, Pat Scanlon, Nancy Mott, Nathan Wenk, Lindsay Devine, Bernadette Daniel, Stacy Beller, Elsa Rapp, Suzanne Cruit; Remote: Meh Alam  
Nancy opened the meeting at 7:01 pm and Meh took attendance

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

### **President's Report – Nancy Mott**

- Opportunities to v - Trustee Training – November 19
- Two volunteers are needed. Suzanne Swan has signed up; one additional volunteer is still required.
- October Association Meeting – October 16
- Pat will attend. Only one representative is needed.
- December Association Meeting
- Nancy has volunteered to attend.
- Delco Gives 201 Training – November 14 (Friday)
- Scheduled training session; attendance details to be confirmed olunteer coming up - Dining Under the Stars, Media 175th Celebration
- Gordon will help with set-up for DUTS and Community Day

### **Treasurer's Report – Pat Scanlon**

- The latest financial report includes data through the end of August.
- The annual appeal letter will be distributed shortly.
- Delco Gives funds were received in July.
- Township budget contributions will not be confirmed until January.
- The Finance Committee will convene to review a proposed budget.
- The proposed budget will then be presented to the Executive Committee and full Board for review.
- The next Finance Committee meeting is scheduled for October.

### **Marketing Report – Suzanne Cruit**

- All future volunteer slots have been filled.
- Ms. Vicky will host the children's activity table at the Halloween Event.
- The organization is not participating in the October 5th Street Festival.
- Tickets have been printed for the upcoming Line Dancing events.

### **Development Report – Lindsay/Stacy**

- The event is fully defined and ready to launch.
- Up to 60 tickets will be sold.
- Sandra will provide Lindsay with weekly sales progress reports.
- A corporate sponsor is being sought to help cover instructor fees and raffle basket costs.
- Raffles will be held during the event.

- Bag Bingo has been deferred to Fall 2026 due to an already full event calendar.

### **Book Sale – Elsa Woodfin**

- A request has been made to purchase additional shelving units and reduce reliance on storage boxes for replenishing shelf books.
- These new racks offer improved display and accessibility which could lead to increased productivity in future book sales.
- Estimated cost for shelving is approximately \$2,000.
- Implementation is tentatively planned for next year, pending budget review and approval.
- The library has received a significant volume of book donations this year.

### **Director’s Report – Sandra Samuel**

- September was an exceptionally busy month.
- The library will be closed for Yom Kippur, honoring the day’s focus on atonement.
- Sandra presented the latest statistics on library usage, highlighting continued growth.
- Notably, our library has seen significantly higher growth in eBook circulation compared to Middletown Library.
- Pat referenced studies suggesting a decline in recreational reading; however, the infographic shared does not clearly support that trend.
- Staff engaged in vlogging during the COVID period, which was both productive and enjoyable.
- Bernadette was recognized as one of the top readers in Delaware County, consistently reading over 250 books per year.

### **Old Business –**

- Fundraising plans All
- Volunteer for 10/16 Delaware County Library meeting at Government Center Nancy Mott

### **New Business –**

- Obtaining raffle baskets and sponsors All
  - This is a shared responsibility — everyone is involved.
  - Two raffle baskets are ready:
    - Gift Basket for Media Theater
    - Quilted Table Topper Basket
- Includes tea bag bookmarks, green linen, and a book made of tea.
  - Full team participation is needed to finalize and promote the raffle.
- Next Steps
  - The next meeting will include a clearly defined task list.
  - Each team member will be assigned specific responsibilities to ensure smooth execution.

### **Upcoming Dates of Importance:**

- 10/5 State Street Festival
- 10/18-20 Fall Book Sale
- 10/25 Halloween Porch Party
- 10/27 Board Meeting
- 11/21 Line Dancing Fundraiser
- 11/24 Board Meeting

### **7. Adjournment**

Nancy Mott

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