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**MIFFLIN COMMUNITY LIBRARY
BOARD OF DIRECTORS' MEETING
April 26, 2023**

Veronica Martin called the meeting to order at 7:04 PM.

Voting Trustees present: Alex McCarty, Veronica Martin, Colleen Stamm, Jennie Rodriguez Priest, Rosanna Lindquist, Kera Palm, Kristine Bonfitto

Staff Present: Natasha Donaldson

Guests Present: Becky Wanamaker, Susan Johns

Consent Agenda

- Approval of minutes of February 22, 2023 meeting
- Friends of MCL Report
- MCL Directors Report

Motion to accept consent agenda

- Motion made by Rosanna Lindquist, 2nd by Jennie Rodriguez-Priest. Motion Approved Unanimously.

Board Education – Becky Wanamaker, Reading Library District Consultant - URRs

Treasurer's Report: Colleen Stamm

- Tracking well so far this year with positive numbers. Expenses are down.
- Municipalities fund at different times of the year.
- Not a lot of budget predictability beyond the system fund amounts.

New Business

Ratification of motions made via email: E-Vote on New Members for Kera and Kristine

- Motion made by Alex; Seconded by Jennie Rodriguez-Priest. Motion Approved Unanimously.

Electric Company Quote

- Looking for opportunities to save money. Alternatives to PPL include lock in rate for 24 months.



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- Discussion around cancellation terms or fees for cancellation.
- Advantage noted for fixed rate for cost predictability.
- Jennie made a motion to approve a fixed rate option for 24 months, seconded by Alex McCarty. Motion Approved Unanimously.

Director Vacation Request

- Prior discussions around vacation approval for Director. Understanding was two weeks of vacation and one week unpaid.
- Jennie indicated this would be specified in Natasha's offer letter. Additionally, if amendments needed to be made, it could be put together by the governance committee. Governance will review personnel policy and look at offer letter to make any needed edits.

URR (Uniform Requirements and Responsibilities) Comment Letter

- Natasha sent information on the URRs; the Library system is requesting edits and feedback from system libraries.
- There is a checklist of items that need to be provided at various points of time.
- We have a letter that was drafted around the language related to program service areas with our recommended amendment.
 - Jennie Rodriguez-Priest made a motion to approve the amendment and proceed with the comment letter, Kristine Bonfitto seconded. Motion Approved Unanimously.

Ongoing Business

LED Quote Update

- Natasha shared a quote for LED lights by section if we wanted to pay for a part at a time. There is a discount for switching to a more energy efficient option. We would like to address the problem areas first; these areas are highlighted on the invoice and total \$3,432.20. We would like to obtain a language change to allow for the quoted amount to be good into next year.
 - Motion by Colleen Stamm to proceed with recommended areas as quoted for \$3,432.20, 2nd by Alex McCarty



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Elevator Phone

- We can't have an elevator connected to a VOIP and be code compliant. We obtained a quote for an elevator connected phone which includes lifetime maintenance. There is an annual renewal. Cost is still well below prior company.
 - Motion made by Rosanna Lindquist to approve vendor for elevator phone, Seconded by Jennie Rodriguez-Priest. Motion approved unanimously.

Committee Updates

- Governance: Veronica Martin
 - Jennie drafted a board orientation document for review. Governance would like to finalize this. **Please send any comments by end of week.**
 - Discussion around protocol for library representatives at borough/township meetings.
 - Veronica attended a system training and there were some useful tidbits on future looking boards. We are going to review the information and see if we can apply some of it to our board. Becky will reach out to the presenter to see if she would be able to review our by-laws and make suggestions.
- Development: Alex McCarty
 - We are moving forward with Mohnton Borough Bingo and we will need some volunteers: 5/19, 6/16, 7/21, 8/18, and 9/15. Time is 530-930.
 - Community Days Bingo is approaching! Sponsor letter was shared with all board members. We would like for each board member to bring in one or two sponsors. Individuals can be graduations/memorials/other. July 3-8 is Community Days and we need all Board Members to serve one shift.
- Financial: Colleen Stamm
 - Working with the Accountant on the Audit.
- Friends Update: Susan Johns
 - Book sale was successful. Around \$2000 was raised.
 - Chicken BBQ, Mangia Fundraiser, and Plant Sale are coming up.



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Alec McCarty made a MOTION to adjourn the meeting at 8:16PM. Kristine Bonfitto seconded this motion. Motion carried unanimously.

The next meeting will be held at Mifflin Community Library on May 24, 2023 at 7:00PM.

Respectfully submitted,

Rosanna Lindquist
Secretary