



**MIFFLIN COMMUNITY LIBRARY  
BOARD OF DIRECTORS' MEETING  
April 5, 2020**

Megan Huesgen, Board President, called the meeting to order at 3:04 PM.

Voting Trustees present: Carey Babczak; Karen Cook; Marilyn Eaken; Allison Kalbach; Brandon Seidel; Patricia Shermot; Colleen Stamm; LaTasha Thomas

Voting Trustees absent: None

Non-voting members present: Alex McCarty

Staff present: Natasha Donaldson

Friends of MCL Liaison present: None

**New Business:**

- The Board convened a virtual meeting in order to discuss whether or not to continue paying staff during the Covid-19 shutdown. Natasha Donaldson presented information about current payroll costs and actual budget income and expenditures. Carey Babczak provided additional information related to the library's financial status. Information was shared about the Payroll Protection Loan Program. After a wide-ranging discussion:
  
- Carey Babczak made a motion to pay the Mifflin Community Library W2 staff their regularly scheduled rate for the next two pay periods, ending on May 2nd. Allison Kalbach seconded the motion, which passed unanimously.
  
- Karen Cook made a motion to pursue a Payroll Protection Program loan through Fulton Bank, with Diane Renninger from Renninger and Associates assisting Natasha Donaldson through the process. Carey Babczak seconded the motion, which passed unanimously.
  
- Patricia Shermot made a motion to develop future projections that include contingency plans that are dependent upon the length of the Covid-19 shutdown. Marilyn Eaken seconded the motion, which passed unanimously.
  
- Carey Babczak made a motion to pay the contracted custodian starting April 5<sup>th</sup> through April 18<sup>th</sup> after which he can apply for assistance through The Payroll Protection Program or apply for unemployment benefits. The library will restart his services when it reopens. Patricia Shermot seconded the motion, which passed unanimously.

**Treasurer's Report:**

- In light of the current situation, Carey Babczak was happy to report that the library has successfully migrated to payroll direct deposit for employees.
- Tracy Eshberger has recommitted to completing the library audit for 2019.

**Future Business:**

- Natasha Donaldson will review expenditures and funding sources for the next four months and prepare contingency plans for the next meeting. The plans will include a best-case scenario, an intermediate scenario, and a worst-case scenario.

Karen Cook moved to adjourn the meeting at 4:23 pm. Carey Babczak seconded the motion, which passed unanimously.

The next meeting will be held virtually on April 22, 2020 at 7 PM.

Respectfully Submitted,

Marilyn Eaken  
Secretary