



**MIFFLIN COMMUNITY LIBRARY
BOARD OF DIRECTORS' MEETING
February 26, 2020**

Colleen Stamm, Board Vice President, called the meeting to order at 7:05 PM.

Voting Trustees present: Carey Babczak; Karen Cook; Marilyn Eaken; Allison Kalbach; Brandon Seidel

Voting Trustees absent: Megan Huesgen; Patricia Shermot; LaTasha Thomas

Non-voting members present: Alex McCarty

Staff present: Andrea Hunter

Friends of MCL Liason present: Carolyn Royer

Brandon Seidel moved to approve the consent agenda items and Carey Babczak seconded the motion. The motion carried to unanimously approve the following items:

- Minutes of the January 22, 2019 Board Meeting
- Library Director's Report
- Berks County Library Systems Report

Treasurer's Report:

- The balance sheet and the profit and loss statements were reviewed. Carey Babczak reported that year over year to date, the library's cash position is holding steady.

New Business:

- After review, Marilyn Eaken moved to accept The Employee Credit Card Use Policy as written. Colleen Stamm seconded the motion, which passed unanimously.
- After review, Karen Cook moved to accept The Credit Card Security Policy as written. Brandon Seidel seconded the motion, which passed unanimously.
- After review, Carey Babczak moved to accept The Credit Card Usage Policy with the addition that general usage will follow the Credit Card policy. The Library Director, Youth Services Librarian, and Library PR Coordinator may only use the credit cards for the purchase of goods or services for the official business of the Mifflin Community Library. Supporting receipt documentation must be submitted detailing the goods or services purchased, cost and date of purchase. Usage is limited to purchases and does not allow cash advances. Allison Kalbach seconded the motion, which passed unanimously.
- The continuing education responsibilities for Library Trustees were discussed.
- Descriptions of the Finance Committee and Personnel Committee responsibilities were presented and Board members were instructed to review them prior to choosing members for each committee.
- Andrea Hunter presented information on Square, a credit card transaction service. She reported that the service is cheaper than using a credit card machine and it can also be used anywhere for outreach and library donations. Carey Babczak moved to switch credit card processing to Square. Karen Cook seconded the motion, which passed unanimously.

Ongoing Business:

- Carolyn Royer reported on a new fundraising pursuit. The library will partner with Schaylor Brewing Company for a raffle ticket sale. The ticket sales will begin the first week of May and Schaylor will host the raffle ticket drawing on June 8th. Tickets will cost \$10 for a prize of \$1000.

Colleen Stamm moved to adjourn the meeting at 8:38 pm. Marilyn Eaken seconded the motion, which passed unanimously.

The next meeting will be held on March 25, 2020 at 7 PM in the library.

Respectfully Submitted,

Marilyn Eaken
Secretary