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**MIFFLIN COMMUNITY LIBRARY
BOARD OF DIRECTORS' MEETING
February 23, 2022**

Karen Cook called the meeting to order at 7:02 PM via Zoom.

Voting Trustees present: Karen Cook; Colleen Stamm; Allison Kalbach; Becky Wigenroth; Veronica Martin.

Staff present: Natasha Donaldson

Friends of MCL Liaison present: Carolyn Royer

Allison Kalbach made a MOTION to approve the consent agenda items; Veronica Martin seconded the motion. The motion carried to unanimously approve the following items:

- Approval of January meeting minutes
- Friends of MCL report
- MCL Director's report
- BCPL System report

Friend's Report:

- Carolyn Royer reported that the Friends currently have a pansy sale that begins March 1. The Friends next meeting is March 10 and the book sale begins in April - April 10-16 is book drop off, seeking fiction, nonfiction, childrens and DVDs/CDs; Sale takes place April 28-30.

Treasurer's Report:

- The profit and loss budget versus actual numbers were reviewed. Colleen Stamm reported that the library's cash position is good, more funding was received from the Annual Appeal than anticipated and the library received a higher state funding income. Expenses are tracking less than budgeted. She will follow up with the bank to begin the process of changing signers.

New Business:

- Natasha Donaldson reviewed and provided updates on the following policies:
 - Personnel - Updated to reflect the library director evaluation, additional work from home hours for the library director and timesheet submission policy. The policy was merged with the employee code of conduct and provided additional description of time off. There is also an employee agreement form to sign confirming acknowledgement of policy. There was discussion around the possibility of creating an employee handbook - Natasha is going to look into this.
 - Volunteer - This is a new policy for the library, no previous one in place.

Becky Wigenroth made a MOTION to accept all the policy updates/changes; Allison Kalbach seconded. The motion was carried unanimously.

- There was discussion around 2022 meeting dates. The Zoom link will apply for all meetings.
- There was discussion and congratulations to Natasha Donaldson for winning the

Outstanding Director Award for 2021.

Ongoing Business:

- Governance Committee Update: Karen Cook
 - Discussion took place around the goals Natasha Donaldson is working on for 2022. Also discussed township meetings - several townships vote on MCL board member appointments, should happen in the near future. Board members were encouraged to attend township meetings throughout the year, if possible.
- Development Committee Update: Allison Kalbach
 - Meetings have been scheduled. Discussion around fundraising opportunity to run the bingo tent at Community Days took place. Allison Kalbach is going to obtain additional information on this and review with the Development Committee, determine if it should be presented to the board. There are questions around whether small games of chance license would be needed - if so, would have to obtain same, as the prior license was not renewed.
- Finance Committee Update: Colleen Stamm
 - Discussion around starting the budget sooner than previous years - possibly in October.
- Natasha Donaldson requested all board members sign and return the board member agreement and conflict of interest policy.
- There was discussion about replacement of library staff computers, as some are outdated and IT has suggested replacement in the near future. There are 4-6 computers which should be replaced, 4 of which need to be prioritized. Each unit costs approximately \$750. Colleen Stamm made a MOTION to authorize replacement of 3 computers, Veronica Martin seconded. The motion was carried unanimously. There was further discussion of the topic, as Natasha Donaldson is still using a personal laptop at home. It was requested that she look into the possibility of replacing her computer with a laptop that she could use with a dock in the library and at home. She will discuss further with IT.
- Library schedule was discussed. Natasha requested the library close for a staff training day on April 29 to allow library staff to meet CE requirements. Colleen Stamm made a MOTION to close for staff development on 4/29/22. Allison Kalbach seconded. Motion carried unanimously.

Becky Wigenroth made a MOTION to adjourn the meeting at 8:14PM. Colleen Stamm seconded this motion. The motion carried.

The next meeting will be held virtually on April 27, 2022 at 7:00PM.

Respectfully submitted,

Veronica Martin
Secretary