



---

6 Philadelphia Avenue, Shillington, PA 19607 • 610.777.3911  
www.berkslibraries.org/branch/mifflin • mifflincl@berks.lib.pa.us

**MIFFLIN COMMUNITY LIBRARY  
BOARD OF DIRECTORS' MEETING  
February 22, 2023**

Veronica Martin called the meeting to order at 7:03PM.

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

Staff Present: Natasha Donaldson

Guests Present: Kera Palm, Kristine Bonfitto, Diane Colas

Alex McCarty made a MOTION to approve the consent agenda items; Rosanna Lindquist seconded the motion. The motion carried to unanimously approve the following items:

- Approval of minutes of January 25, 2022 meeting
- BCPL Board Meeting Report

**Director's Report and Strategic Plan 2021-2025:**

- Natasha updated the board on the Director's report. Pamphlets about the library were distributed to Township Buildings. She is working on the state report, which is due March 10<sup>th</sup>. We are looking for grants and sponsors to help offset the cost of the summer concert series.
  - Natasha shared the Strategic Plan for 2021-2025. Under Programs/Collections/Services, to maintain our PA Forward status, we are required to renew our certification annually. Under funding we have a Capital Improvement Fund. Partnerships includes community organizations. Marketing consists of donors and sponsorships. Goals and objectives have to be done every year.
  - Comments from the board: How can we build our relationship with the school community? One school, one book? Can we request in kind donations from sponsors as an alternative to funds?

**Treasurer's Report:**

- Colleen Stamm reviewed January 2023 financial reports. She confirmed the library remains in a good cash position. The reports may look different because we have moved to the cloud-based version of Quickbooks. There was a question about the funds listed under fundraising. It was determined that they

were from the Annual Appeal but did not carry over properly from the data migration to clous-based Quick Books. Colleen will correct this for the next report.

#### **New Business:**

- A motion was made to ratify the online motion for the e-vote on the adult programming coordinator job description, with plans to review all job descriptions for revisions. Alex McCarty made the motion, and Colleen Stamm seconded the motion.
- Since this meeting was held via zoom, a reminder was given regarding the documents sent for board signatures: Conflict of Interest, Board Agreement, and Abuse Prevention Policy. Please mail, scan, or drop them off with Natasha, preferable by 3/22.
- The BCPL emails related to board announcements should be going out to all board members. If you are not receiving them, please notify Natasha.
- Becky Wingenroth submitted her Board resignation to Natasha and Veronica. She submitted a letter to the Cumru Township requesting that a board member attend all meetings. The board discussed this and determined no action was needed at this time.
- Resumes were sent for review from potential board members, Kristine Bonfitto and Kera Palm. Also present at the meeting was Diana Colas, who was invited by Jennie to attend the meeting based on her interest in joining the board.
- Policy Review-Code of Conduct and Library Security policies were shared for review without comments needed. The Board had questions about enforceability of the Hygiene clause; this is intended to be a blanket statement to cover egregious issues only. The board had questions about banning of patrons; this has only been done for harassment or inappropriate use of library resources such as computer use. The board asked about enforceability of the Code of Conduct; the patron's library card indicates acceptance of library policies. A motion to approve the policies was made by Jennie Rodriguez Priest. Seconded by Colleen Stamm.
- The Shillington Boro has indicated a need for help with their Easter Egg Hunt. The event is 4/1 @11am in Shillington Park. They need help stuffing eggs and with candy donations. Reach out to Veronica and Natasha if interested in assisting.

#### **Ongoing Business:**

- The quote for the phone contract has been received. It includes the elevator phone. Cost is \$350 which is a \$100 savings.
- Additional tree removal quotes were obtained with the most desirable bid including stump and tree removal for \$1500.
- It was recommended that we proceed with both contracts. A motion was made by Jennie Rodriguez Priest and seconded by Rosanna Lindquist.
- Governance Committee Update: Veronica Martin
  - The Governance Committee VP seat is currently vacant.
  - Veronica will be appointed de facto VP if a replacement cannot be appointed.
  - The committee requested that board members review the New Member Contract draft shared by Jennie Rodriguez Priest and provide feedback.
  - It was also noted that some municipalities require approval of board member candidacy at a township meeting.

- Development Committee Update: Alex McCarty
  - o Square site is in progress for library swag.
- Finance
  - o No updates.

Veronica Martin made a MOTION to adjourn the meeting at 8:00PM. Rosanna Lindquist seconded this motion. Motion carried unanimously.

The next meeting will be held via zoom on April 26, 2023 at 7:00PM.

Respectfully submitted,

Rosanna Lindquist  
Secretary