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MIFFLIN COMMUNITY LIBRARY

BOARD OF DIRECTORS' MEETING

August 25, 2021

Megan Huesgen, Board President, called the meeting to order at 7:03 PM via zoom Voting Trustees present: Megan Huesgen, Karen Cook; Allison Kalbach; Alex McCarty; Colleen Stamm, Cynthia Thomasset

Voting Trustees absent: Carolyn Lykens, LaTasha Thomas, Carey Babczak

Non-voting members present: None

Staff present: Natasha Donaldson

Friends of MCL Liaison present: Carolyn Royer

K. Cook moved to approve the consent agenda items and A. Kalbach seconded the motion. The motion carried to unanimously approve the following items:

Consent Agenda

- Approval of minutes of June meeting minutes
- Friends of MCL report
- MCL Director's report

Friend's Report:

- Carolyn Royer reported that the friends have a variety of fundraisers planned throughout the fall.

Treasurer's Report:

- The balance sheet and the profit and loss statements were reviewed. It was reported that year over year to date the library's cash position remains in a "fine financial state".

Director's Report:

- Natasha Donaldson asked that all board members complete their Board Member Agreement and get them to her as soon as possible.

New Business:

- Discussion about how many board meetings per year the board would like to hold. Current frequency is ten per year, minimum requirement is 6. After a discussion, it was decided that the board will hold 8 meetings per year: January, February (no March) April, May (no June or July), August, September, October (no November) and one the first week of December. M.Huesgen made a motion to reflect bi-laws changing to reflect an 8 meeting year, all in favor, motion carried.

- Annual Appeal: Natasha emailed a brochure for the annual appeal for board review, having moved away from letter form. The brochure will be used to solicit individuals and businesses and will be sent out in the fall.
- Discussion of board members attending municipal meetings, to thank officials for their continued/increased support. The Board President will send out times of local meetings for board members to sign up and attend. Natasha will provide “talking points” and Carey will share financial information that can be shared as well. The hope is for level funding or an increase if possible.
- Policies: Natasha gave update on all policies:
 - 1. Policy for Child Abuse Prevention: no noted changes except to take out “adult protective services” in the verbiage and change to “child protective services”.
 - 2. Hygiene policy of patrons: Difficult to enforce this policy, but library would love to hand out personal hygiene kits to patrons if needed; Megan mentioned that her church makes these regularly and she could donate some, or anyone who would like to donate kits please drop off at library desk.
 - 3. Employee Code of Conduct: Only change is to update the new logo onto this and all policies. A. McCarty motioned to accept all policy updates/changes, A. Kalbach second, motion carried.

Ongoing Business:

- Natasha Donaldson states that the summer reading program went very well, and grab and go activity bags were a big hit. The Read Squared website is going well, and there will be a raffle at the end of the year.
- Covid update: library running well and no issues
- Strategic Plan: Governance committee has reviewed new documents for strategic planning and are in support. For the remainder of 2021, the process will be to let staff and board know of the plans, and in 2022 move into 1-2 focus areas. They will create measurable yet attainable goals. They did get some community surveys back and they will ask for more community input as strategic goals are identified.
- Governance Committee update: Working on how often the board should meet, should we work on more strategic topics, committee in discussion with Natasha on these issues.
- Finance Committee update: met via email and all is stable.
- Fundraising Committee: A google poll was created to see when members would like to meet. A large list of ideas has been formulated, with the main idea of having a food truck event with live music in the spring as a major fundraiser.

The meeting was adjourned at 8:13 pm, with a motion to adjourn made by M. Huesgen, , second by K Cook.

The next meeting will be September 22, 2021 at 7:00 via zoom.

Respectfully Submitted,

Cynthia Thomasset

Secretary