



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
January 26, 2022**

Megan Huesgen called the meeting to order at 7:03 PM via Zoom.

Voting Trustees present: Megan Huesgen; Carey Babczak; Alex McCarty; Colleen Stamm; Karen Cook; Allison Kalbach; Becky Wigenroth; Veronica Martin.

Staff present: Natasha Donaldson

Friends of MCL Liaison present: Carolyn Royer

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

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

Friend's Report:

- Carolyn Royer reported that the Friends currently have a Valentine's Day whoopie pie sale going on. The pie and poinsettia sale at the end of 2021 were both successful. The Friends have a variety of fundraisers planned for 2022.

Treasurer's Report:

- The year-end balance sheet and profit and loss statements were reviewed. Carey Babczak reported that the library's cash position is up, but confirmed that the Ingram purchases report has not yet been received, which could impact this number. The library operated within budgeted line items, excess likely due to stronger income and expenses tracking less. Acknowledgement of \$10,000 donation from Friends in 2021.

New Business:

- Due to no quorum at the December 2021 meeting, motions on new board members, 2022 MCL goals and objectives and October minutes were made via email. Alex McCarty made a MOTION to ratify all of these votes that took place via email. Allison Kalbach seconded the motion. The motion carried unanimously.
- Discussion ensued of board positions. Megan Huesgen announced that Karen Cook will act as President, Alex McCarty will remain as Vice President, Veronica Martin will act as secretary and Colleen Stamm will act as treasurer. Alex McCarty made a MOTION to approve the new slate of Board Officers; Allison Kalbach seconded. The motion carried unanimously.
- Natasha Donaldson confirmed she would email Conflict of Interest policy and Board Member Agreement for all board members to sign so they are on record.

- There was discussion about library representation at Berks County Public Library System Board meetings. Karen Cook has been attending these meetings, but asked if another Board member would be interested in taking over this responsibility. Becky Wigenroth volunteered to be library's representative at these meetings.
- Natasha Donaldson reviewed and provided updates on the following policies:
 - Computer Use/Internet Access - Updated to reflect that patrons can use public computers even when they have a fine/fee on their account.
 - Conflict of Interest
 - Credit Card Security

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

Ongoing Business:

- Governance Committee Update: Karen Cook
 - Confirmed they met with Natasha Donaldson in January to review the Director evaluation that was completed in January 2022.
- Development Committee Update: Alex McCarty
 - Committee has not yet met in 2022. They intend to do so in next couple weeks. There was discussion of possible event at Schaylor Brewing Company. Alex McCarty confirmed she would get additional information on this from Friends Liaison, Carolyn Royer.
- Finance Committee Update: Carey Babczak
 - Met January 17th to discuss week to week business controls in place, moving towards more electronic format. Anticipated that financial account documentation will need to be updated to reflect new officers as signers. Discussed Certificate of Beneficial Ownership with the library's bank, Carey recommends that Natasha Donaldson be listed as controlling person for the organization, as she handles day to day operations.
- Natasha Donaldson confirmed that \$900 was received from Benevity as a result of Giving Tuesday fundraiser on Facebook. Board members were reminded that a portion of purchases made through Amazon Smile will be donated to the library.

The Board held an executive session to further discuss the Director's performance evaluation.

Alex McCarty made a MOTION to adjourn the meeting at 8:34PM. Allison Kalbach seconded this motion. The motion carried.

The next meeting will be held virtually on February 23, 2022 at 7:00PM.

Respectfully submitted,

Veronica Martin
Secretary