



**MIFFLIN COMMUNITY LIBRARY
BOARD OF DIRECTORS' MEETING
May 26, 2021**

Megan Huesgen, Board President, called the meeting to order at 7:05 PM.

Voting Trustees present: Carey Babczak; Karen Cook; Megan Huesgen; Allison Kalbach; Alexandra McCarty; Colleen Stamm; LaTasha Thomas

Voting Trustees absent: Cynthia Thomasset

Staff present: Natasha Donaldson and Andrea Hunter

Friends of MCL Liaison present:

Colleen Stamm moved to approve the consent agenda items and Allison Kalbach seconded the motion. The motion carried to unanimously approve the following items:

- Minutes of the April 28, 2021 Board Meeting
- Friends of MCL Report
- BCPL System report
- MCL Library Director's Report

Friends of MCL Report:

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Treasurer's Report:

- Carey Babczak reported that year over year to date, the library's cash position is strong. The Quickbooks Chart of Accounts shows incoming running lower than Year of Year and merchandise sold lower due to decreased foot traffic, fines are down. Cash is strong due to special fundraising and individual contributions. Recommends opening up the budget to normal levels for Director.

New Business:

- Andrea Hunter reported that all the Summer Reading 2021 programming will be a combination of virtual and outdoor, in-person events this summer. This program will launched on June 14-July 31. The theme is "Destination: The World" instead of Tails to Tales. One continent per week will be explored, focusing on customs, holidays, foods, etc. This will tie into both adult and childrens' programs. Online storytime will continue on a weekly basis. A bi-weekly Spanish storytime may be hosted outdoors at Mifflin Park. There will be special online programs provided by Yocum Institute and Snapology. Additionally, there will be a virtual Mom support group led by a local doula and monthly teen-focused "Library Unlocked" will continue via Zoom.. The library will continue to use READSquared to facilitate this year's online summer reading program for children 0-18 years old. MCL will partner wil Nolde Forest Environmental Center for a weekly hike, bug hunts, and Nature Journaling programs. There will be special virtual programs such as Teacher of Nature, Puppet Show, Women2Women book club (financial literacy), and MCL will visit YMCA camp 1x per week on location (in-person).
- Policy Review: Karen Babczak oved to accept with removed highlighted section; Allison Kalbach seconded, vote was unanimously approved. Social Media policy (no questions or edits)--Alexandra McCarty moved to approve, Colleen Stamm seconded, motion carried unanimously. Remote work policy (questions from Med Heusgan: how long to revisit? Colleen Stamm advised 3 years--will be decided at a future meeting, Natasha will add to future agenda rotation and bring up sooner if needed) Alexandra McCarty motioned, seconded by LaTasha Thomas, passed unanimously.
- Board Communications: Natasha added docs to Google Drive for easy access

- Request for late opening on August 25, 2021 for MCL staff training--paid webinar set up by system for frontline staff. Motion to authorize by Karen Cook, second by Allison Kalbach, approved unanimously with note to advertise changes clearly to public (Carey Babczak).
- Natasha D reported that Allison's marketing/adult programs position would be opening to in-house staff first.
- Natasha D reported that the Fine Free program would be starting in June at participating libraries, but that MCL is opting out. Alex M questioned if we would consider participating in the future based on feedback or reports from the current participants. RPL and 7 other BCPL libraries are participating.

Ongoing Business:

Strategic Plan: (presented by Natasha Donaldson)

- Use Google forms to collect -- targeted to community, RFID code, schools, and patrons
- Paper survey--will create to look professional
 - Will ask Girl Scouts or other volunteers to collect paper forms (outside Redners, etc)
 - Possible prize for completing the form?
 - Alexandra McCarty asked about adding links to donate on google forms (upon completion--in "thank you" portion once form has been submitted) and donation info on paper forms
 - Colleen S. will share a staff survey that would go to board president instead of director--Megan H was indicated she is OK to receive it--Colleen S. will scan and share.
- Carey Babczak highlighted that the current Strategic Plan is out-of-date and wondered if it is being monitored: Natasha D. replied that it must be submitted by end of year.
 - How do we get it out before schools let out?: Colleen S suggested using PTA, Megan H suggested PeachJar and will connect Natasha to 3 Mifflin school buildings, Carey B. will connect to Brecknock Elem.
 - Alex M. asked if Facilities Assessment is being included per previous conversation--Carey B provided history of past discussions, including history with Glenn Kraft, but added that no assessment has yet occurred. Discussion of possible alternatives for who could do it, but no decision was made.

Committee Updates:

- Development Committee: Megan H. presented. Board Member Agreements--print and sign and keep on file, electronic signature is OK, send to Natasha D. when complete.
- Finance Committee: Carey Babczak moved to approve Employee Bonus of 1.5 week extra pay to all MCL staff, to be paid out in the next normal paycheck after approval. Natasha Donaldson mentioned she will consult with Diane at our payroll service to determine best way to distribute. Allison Kalbach seconded motion, motion approved unanimously.
- Fundraising Committee: Megan H. reminded the committee of it's \$8000 goal, Alex M updated progress.

Carey Babczak moved to adjourn the meeting at 8:40 pm. Allison Kalbach seconded the motion, which passed unanimously.

The next meeting will be held virtually on June 23, 2021 at 7 PM.

Respectfully Submitted,

Alexandra McCarty