



**MIFFLIN COMMUNITY LIBRARY
BOARD OF DIRECTORS' MEETING
OCTOBER 28, 2020**

Megan Huesgen, Board President, called the meeting to order at 7:07 p.m.

Voting Trustees present: Carey Babczak; Karen Cook; Allison Kalbach; Alex McCarty; Brandon Seidel; LaTasha Thomas

Voting Trustees absent: Marilyn Eaken; Colleen Stamm

Non-voting members present: None

Staff present: Natasha Donaldson

Friends of MCL Liaison present: Carolyn Royer

Guests present: Carolyn Gibson and Stephanie Williams, District Consultant

Carey Babczak 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 September 23, 2020 Board Meeting
- Library Director's Report

Treasurer's Report:

- The balance sheet and the profit and loss statements were reviewed. Carey Babczak reported that year over year to date, the library's cash position is up \$80,000, which includes \$30,000 of PPP loan funds, receipts from the System and municipal receipts. The Income Statement continues to hold up well, and the library is ahead of last year, which is attributable to increased income from the 2019 annual appeal being received in 2020, and an estate bequest. There were also decreased collection expenses, wages and taxes and utilities due to the closure of the library as a result of the pandemic and decreased bookkeeping expenses as a result of a special promotion from ADP.

New Business:

- Stephanie Williams, District Consultant, Reading Library District, made a PowerPoint presentation to the Board regarding the District Library Center's role and the Trustee and Library Director partnership.
- Natasha Donaldson and the Board discussed the three versions of the proposed 2021 budget. The officers will meet on Saturday, October 31, 2020 to further discuss the 2021 budget.
- A discussion was held regarding the committee role descriptions for the personnel committee and the finance committee pursuant to the written descriptions provided. It is anticipated that a development committee and a governance committee will be formed and written descriptions prepared for those committees. A document discussing the role of a library Trustee will also be prepared.
- Marilyn Eaken will prepare a schedule for publication of the 2021 Board meeting dates, which are generally held on the fourth Wednesday of each month.
- A discussion was held that the staff would like to have some type of holiday party. Carolyn Gibson volunteered to speak with her husband about providing meals for a catered event at the Library.
- Natasha Donaldson proposed that the Library change phone system to VOIP. Issues have arisen with the current phone service provider since March, and Natasha would like to research changing to an internet-based VOIP system. The Board approved Natasha doing such research.

Ongoing Business:

- Natasha Donaldson discussed COVID procedures and processes in place at the library and highlighted the CARES Act.
- The 2020 annual appeal letter was mailed the third week in October, the first email was sent, two follow-up emails will be sent, and there will also be information on Facebook about the 2020 annual appeal. The Board members made presentations to the municipalities.
- The 2021 Board composition was discussed. Two current trustees will be leaving the Board when their terms end in December, and Board President Megan Huesgen is accepting nominations and would like to vote on the nominees at the December 2020 Board meeting.

Carey Babczak moved to adjourn the meeting at 8:42 p.m. Alex McCarty seconded the motion, which passed unanimously.

The next meeting will be held virtually on December 2, 2020 at 7:00 PM.

Respectfully submitted,

Karen Cook
Acting Secretary