



**MIFFLIN COMMUNITY LIBRARY
BOARD OF DIRECTORS' MEETING
September 23, 2020**

Colleen Stamm, Board Vice President, called the meeting to order at 7:05 PM.

Voting Trustees present: Carey Babczak; Karen Cook; Marilyn Eaken; Megan Huesgen; Allison Kalbach; Brandon Seidel

Voting Trustees absent: Alex McCarty; LaTasha Thomas

Non-voting members present: None

Staff present: Natasha Donaldson

Friends of MCL Liaison present: Carolyn Royer

Marilyn Eaken 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 August 26, 2020 Board Meeting
- Library Director's Report
- Friends of the Mifflin Community Library 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 remains strong but uncertain state and county funding could affect that status. She reiterated that as a result of the library being closed to in-person patrons, there has been a loss of income but this is offset by the fact that operating costs are down.

New Business:

- After review, Carey Babczak moved to accept the updated Services Policy, with the addition that contrary to other gifts, financial gifts can have directions and limitations placed on them. Allison Kalbach seconded the motion, which passed unanimously.
- After review of each policy, Colleen Stamm moved to accept the following as they currently stand:
Circulation Policy
Security Policy
Reference Policy
Document Retention Policy
Whistleblower Policy
Karen Cook seconded the motion, which passed unanimously.
- Natasha Donaldson reported that the County Library System through a grant from the Information Technology Disaster Resource Center would provide the county libraries with a better wireless signal in their parking lots. This will allow more patrons Internet access outside of the library during the Covid-19 pandemic.
- The 2021 budget development process has begun. The fact that the state has only committed to 5/12 of its normal funding as well as uncertain county funding will be important considerations. Covid-19 expenses and the reduced number of in-person patrons, which decreases income, will also be noted as the process commences.
- Megan Huesgen shared that two current trustees would be leaving the Board when their terms end in December. In light of that fact, she encouraged trustees to consider and reach out to community members to fill the vacancies.

Ongoing Business:

- Annual Appeal:

Natasha Donaldson presented the Community Engagement Brochure and asked the Board to review it and provide their feedback so the brochure can be finalized. Megan Huesgen reviewed the status of each municipality presentation, confirming how each presentation would be handled and reviewing the materials to be shared.

- Natasha Donaldson shared that the library's current schedule for in-person patrons will continue to be Mondays and Thursdays from 10 AM until 2 PM with six computer stations available and up to twenty patrons allowed in the library at one time. Curbside pickup will continue during regular library hours. The number of hours that the library is open to in-person patrons will gradually increase.

Carey Babczak moved to adjourn the meeting at 8:24 pm. Colleen Stamm seconded the motion, which passed unanimously.

The next meeting will be held virtually on October 28, 2020 at 7 PM.

Respectfully Submitted,

Marilyn Eaken
Secretary