



Mifflin County Library
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We satisfy curious minds

Mifflin County Library Board of Directors Meeting Minutes

Tuesday, April 16th at 5:15 p.m.

Attendance: Tim Dunmire, Roxie Garrett, Shelby Liebegott, Jessica Nail, Rachael Steinbach, Mary Ann Stratton, Angela Swartzentruber, Chris Wagner, and Margy Zook.

Zoom: Shelly Sweigart.

Staff: Susan Miriello, Mary Rieffannacht, Kelly Rodenbaugh.

Commissioner: Kevin Kodish, MC Commissioner

Guests: Lisa Parks.

Meeting was called to order at 5:13 p.m., by MCL Board President, Chris Wagner.

Approval of Minutes

A motion made by Margy Zook and seconded by Angela Swartzentruber to approve the eVote of the March 2024 minutes. Motion carried.

Financials

The financial pages were discussed. It was first noted that March income appears higher, but that is due to the transferring of the two Kish CDs to the County of Mifflin for renovation as the board instructed. There is now a line item for County of Mifflin, which is the library's share of renovation costs. It was also discussed that the Mifflin County Commissioners' allocation and the fingerprint stipend were received but are not reflected on the financial pages because they arrived after printing. It was explained that the Kish UNCD account is a rainy-day fund to be used in the event of a cut in state/county funding. The Thrivent account does not show in Quickbooks in the list of bank accounts because it is an investment account. The current amount is \$71,034.97.

Discussion regarding a staff member who is just finishing graduate school: As per the union contract, that staff member is to receive a \$1/hr. raise in addition to possible reimbursement to be applied to their school costs. Board President, Chris Wagner, stated he would like to discuss this further in Executive Session.

The board was presented with a mini-golf fundraising letter for their approval, even though there will not be a 2024 Putting for Pages due to renovations. It was proposed that this letter

be sent to all past business sponsors of the event. A motion was made by Rachael Steinbach and seconded by Roxie Garrett to approve this letter.

The Annual Campaign fundraising letter was presented to the board for approval. Our goal has been \$20,000, we typically get close to the goal; explanation followed that Kish Printing will create the finished letter and mail it out to most county residents (exception being Menno Township and McVeytown Borough). The funds will be taken out of Fundraising Expense. After discussion, the board directed the letter be mailed to all county residents, including Menno and McVeytown. Shelby Liebegott made the motion to move forward with the Annual Campaign as discussed, seconded by Angela Swartzentruber. Motion carried.

Policy Review: No policies were presented for review.

Updates

The contractors began cutting out the windows in the Children's Room. Initially part of Phase 2, but because the room has been totally emptied of books, the architect would like to accomplish some of the Phase 2 Children's Room jobs now. Susan mentioned that the funds from the Thrivent account, at board discretion, are available to the county to help move this Phase 2 forward and take advantage of the books not being in the Children's Room. The architect informed Susan that they will be building new circ desks for the library because he has carefully planned the lighting and the circ desk placement. Current construction is on time with July 5th being the projected date for work to begin on the upper level. Susan shared a Phase 2 upper-level floor plan with the board.

Since renovations are currently on time and we have a date for work to begin on the upper level of the library, Susan proposed extending the hours at the Kish Library. Kish branch is currently open 22 hours per week and is run by one staff member who completes her hours for the week by working in Lewistown every Friday and part of Saturday. It was proposed that the Kish branch hours be changed to match those of Lewistown beginning when construction begins on the upper level. The new hours at Kish will be Monday 9 a.m.-4 p.m.; Tuesday 9 a.m.-7 p.m. and Wednesday, Thursday, Friday, Saturday 9 a.m.-4 p.m. Staff will begin work early, like they currently do, to maintain their 70hrs/pay period. Once this change occurs, books will no longer have a Saturday due date until upper-level construction is complete. A motion was made by Margy Zook and seconded by Tim Dunmire to extend the Kish hours as discussed.

Contractually when the Lewistown staff works at Kish they are paid mileage. (Please see the mileage chart in the board packet for the financial impact of the mileage expense on our budget over the four-month period of construction on the upper level.) Susan explained the chart to the board, saying we could possibly pull funds from the Square JVB account for mileage, however, when construction is completed, we will need to purchase furniture to replace the broken and/or discarded pieces that have been in the library. Chris Wagner asked how much work is available and how many staff will be needed at the Kish branch. This branch library is currently operated by one staff member, who does everything. Contractually, only one person is needed to staff the Kish branch. There is not enough work available at the branch

for all 9 union staff members. At this present time, only one staff member has voiced interest in a voluntary furlough. She is one of the two new hires, who were told before accepting employment they would be furloughed. As the discussion regarding furlough continued, it was asked if there were other jobs, perhaps maintenance type jobs, that could be done at Kish. Unfortunately, there are not any outside jobs that need to be done. Tim Dunmire asked to discuss this further in Executive Session.

Public Comment

Commissioner Kodish asked for the details regarding the library's current contract with Toshiba. After discussion of monthly fees, he shared the county has a few good copiers available, but the library has just renewed their Toshiba contract in 2023. Susan voiced she would be interested in having the library's phone and internet hosted by the county.

Lisa Parks asked that since the cost of mileage to the Kish branch for staff was an issue, is there going to be any work available in Lewistown once the construction crew moves to the library's upper level. The board feels it would not be possible since the library will still be an active construction site.

Executive Session

A motion was made by Roxie Garrett and seconded by Tim Dunmire that the board go into Executive Session. All non-board attendees were asked to leave except for Kevin Kodish and Susan Miriello. When the board came out of executive session:

1. A motion was made (by Dunmire and Nail) to give \$1,000 as reimbursement to Dylan Fye for graduate school expenses.
2. A motion was made (by Nail and Dunmire) to furlough at the beginning of upper-level construction (when the library will be closed) the four least senior union employees; this is not a reflection of their job performance, but the availability of work at the Kish Branch. The five most senior members will remain employed and will work at Kish Branch and receive mileage reimbursement per union contract. The board looks forward to bringing those furloughed members back to work.

Adjournment

A motion was made by Angela Swartzentruber and seconded by Roxie Garrett to adjourn the meeting. Motion carried. The meeting was adjourned at 6:22 p.m.

Next board meeting will be May 21 @ 5:15pm at the Annex Building.