

# Mifflin County Library Board of Directors

## Minutes of Board Meeting – April 19, 2021

The public meeting was called to order at the Lewistown Branch of the Mifflin County Library at 5:20 pm by Board President Christopher Wagner.

As an introductory exercise, each member present shared their answer to the question: What is your favorite movie?

### Financial Report

Total cash balance as of 2-28-21	\$ 307,774.30
March Income	\$ 8,999.27
March Expenses	\$ <u>34,985.70</u>
	\$ 281,787.87
Payroll Liabilities (Timing)	\$ 8,054.60
Checking Acct Balance as of 3-31-2021	\$ 273,733.27
Fundraising Summary (as of 4-8-21)	
Annual Campaign	\$ 6,401.79
Book Sale	\$ 293.99
Other (FOL, Honor/Memorial, etc.)	\$ <u>6,211.62</u>
Total	\$ 12,907.40

We have received the second quarter contribution from the County Commissioners.

**Breneman moved and Stratton seconded that the Financial Report be accepted. The motion passed.**

### PANO Code of Ethics

Susan reminded Board members that the four signed forms for the PANO Code of Ethics need to be returned.

### Policy Review

Susan reviewed the description for the Assistant Director Position. Brady Clemens, District Consultant, has agreed that equivalent experience can be considered in place of education requirements. We are ready to start the hiring process and will be advertising the position.

**Demi moved and Jerzerick seconded that we accept the description for the Assistant Director Position. The motion passed.**

The Mission, Vision, and Core Values statements were reviewed.

**Kennedy moved and Breneman seconded that these statements be accepted. The motion passed.**

The Cash Management Policy was reviewed. This policy is needed for COVID relief funding and will also help with the audit.

**Demi moved and Stratton seconded that the Cash Management Policy be accepted. The motion passed.**

### Friends of the Library Update

Tangeline Sechrist reported that the Friends hope to meet in person in May and make plans for fundraising. She addressed the concerns that she had expressed in March about the statement in the Conflict of Interest Policy concerning staff members not being members of the Friends. She explained that a Memorandum of Understanding has been established that the Friends would not purchase anything for the Library without the express approval of the Director. This will alleviate the conflict of interest problem.

### Public Comments

The Master Gardeners have received a donation of \$1000 from Sara Mathewson to be used for our garden.

A note of appreciation has been received from Margy Zook for the donation to the Library in memory of her mother, Helen Kodish.

The County Commissioners have approached the Library with plans to distribute 2500 laptop computers through a checkout system. These were obtained through a grant. Susan is now working on the logistics of handling this.

### Executive Session

Wagner called for an Executive Session at 5:40 pm. The Board came out of Executive Session at 5:55 pm.

### Report from Executive Session

**Demi moved and Jerzerick seconded that the Manager Benefit Contract be approved. The motion passed.**

### Adjournment

The Board meeting adjourned at 6:00 pm with approval of a motion by Jerzerick and a second by Stratton.

Attending: Chris Wagner, Cynthia Kennedy, Zane Jerzerick, Mary Ann Stratton, Mary Ann Demi, Catie Breneman

Absent: Christina Bagrosky, Michelle Fetter, Tim Dunmire

Staff: Susan Miriello, Kathy Knarr, Kelly Rodenbaugh, Pauline Belfiore (Zoom)

Kevin Kodish, Commissioner Liaison to the Board (Zoom)

Tangeline Sechrist, Friends of the Library Representative (Zoom)