

Mifflin County Library Board of Directors  
Minutes of Board Meeting – December 20, 2021

The public meeting was called to order at the Lewistown Branch of the Mifflin County Library at 5:13 by Board President, Christopher Wagner.

As an introductory question exercise, each member present shared a memory of Christmas where they did not receive something on their Christmas wish list.

Approval of November Minutes

**Zane Jerzerick moved and Mary Ann Demi seconded that the November minutes be approved. The motion passed.**

Financial Report

Knarr provided the monthly summary.

December 2021 Expenses to Date	\$ 451,649.54
December 2021 Income to Date	\$ 516,046.02
Net operating Revenue	\$ 64,396.48

**Mary Ann Demi moved and Zane Jerzerick seconded that the financial report be accepted. The motion passed.**

Annual Budget Review

The 2022 budget was presented.

Miriello stated that the State funds will equal \$242,597. Book sale is expected to bring in \$800. Audit expenses may change due to the retirement of Miller and Gentry and the need to put the audit out for bid. Three letters were sent to auditing firms, CPA associates the only firm to respond.

**Mary Ann Demi moved and Tim Dunmire seconded that the annual budget be accepted. The motion passed.**

Calendar Important Dates

Miriello reviewed the 2022 Calendar of important dates with the board. No vote needed.

Travel Policies

Miriello reviewed latest edits to the travel policies.

**Tim Dunmire moved and Zane Jerzerick seconded to approve edited travel policies. The motion passed.**

#### Job Descriptions

Miriello shared that in working with staff and the union, three job descriptions (Branch Coordinator, Clerk II and Youth Services Programmer) were revised. Board members reviewed the job descriptions.

**Mary Ann Demi moved and Tim Dunmire seconded a motion to approve all three job descriptions. The motion passed.**

#### Friends of the Library

Friends reported some success at the membership drive with several new members, however some memberships lost due to members passing and board members finishing their terms.

Hooks and Books reports three new members.

Nut sale, due to covid, did not occur. However, a mistake was made and nuts were delivered when there was not an order for them. It was discovered that they were not intended for MCL, and nuts were sent back.

Friends made a small gift to staff of the library.

#### Public Comments

Deb H. has health concerns so she may not be available to discuss the purchase of books for McVeytown.

Commissioner Kodish thanked all staff for their excellent service to Mifflin County. He also thanked members of the board for their support of the library.

#### Executive Session

Wagner called for an Executive Session.

**Mary Ann Stratton moved and Zane Jerzerick seconded a motion to go into Executive Session. The motion passed.**

No business was discussed.

**Mary Ann Demi moved and Mary Ann Stratton seconded coming out of Executive Session. Motion was approved.**

#### Adjournment

**Zane Jerzerick moved and Christina Bagrosky seconded a motion to adjourn the meeting to close. Motion passed.**

The board meeting adjourned at 6:30 PM

Attending: Chris Wagner, Mary Ann Demi, Mary Ann Stratton, Christina Bagrosky (zoom), Zane Jerzerick, Timothy Dunmire, Jessica Nail

Absent: Cynthia Kennedy (excused), Catie Breneman (excused), and Angela Swartzentruber (excused)

Staff: Susan Miriello, Mary Rieffannacht, Pauline Belfiore, Lisa Parks, Shelly Sweigart, and Kelly Rodenbaugh

Friends: Tangeline Sechrist

Keven Kodish, Commisioner Liaison to the board (zoom)