



Mifflin County Library
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We satisfy curious minds

Mifflin County Library Board of Directors Meeting Minutes

Tuesday, February 20, 2024, at 5:15 p.m.

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

Staff: Susan Miriello, Mary Rieffannacht, Shelly Sweigart.

Commissioner: Kevin Kodish.

Guests: Harry Holmes, Jr., Lisa Parks

Unexcused Absence: Jessica Nail

Meeting was called to order at 5:15 p.m., by MCL Board Vice President, Roxie Garrett. Board member introductions were made.

Approval of Minutes

The January 16, 2024, minutes were approved via e-vote on January 29, 2024.

Rachael Steinbach made the motion to accept the January minutes e-vote; motion seconded by Roxie Garrett. Motion carried.

PANO Code of Ethics

The PANO Code of Ethics, regarding conflicts of interest and discussion of library matters, was signed by each board member present.

Financials

The January financials were reviewed. Expenses and profits were discussed, and it was noted that the first quarter allocation from the commissioners and state aid have both been received. The board reviewed the amount that the library is earning in copier and overdue fees as well as the fingerprinting stipend. There was discussion regarding the salary increases for 2024. Susan told the board that our total balance will be needed by the library throughout the 2024 fiscal year. After this review, a motion was made by Angela Swartzentruber and seconded by Tim Dunmire to move \$50,000 into the Kish Unccd account. Motion carried.

Mifflin County Library is a United Way Agency.



The Treasurer, Angela Swartzentruber, signed the Annual Report for the Office of Commonwealth Libraries.

The payroll manager's contract was presented to the board. She runs payroll, balances checking accounts, etc. by working approximately 1-2 hrs. weekly. This position provides segregation of duties for audit purposes.

The auditor's contract was also presented to the board. CPA Associates complete our 990 forms, files tax extensions and run the actual annual audit for the library.

Policy Review

Susan presented the current Bylaws of the Mifflin County Library Association with proposed changes in wording making it more concise. The Bylaws were reviewed and discussed by the board. It was agreed by the board that Susan will present the Bylaws, with the changes they requested, at the next board meeting for final approval.

The MCL Financial Reserves Policy, formerly known as Reserves and Investment Policy, was presented to the board for review with proposed changes. After discussion, a motion was made by Margie Zook and seconded by Shelby Liebegott to accept the Financial Reserves Policy as amended. Motion carried.

Future Board Meetings

Due to construction beginning, Commissioner Kodish offered to have future board meetings held at the Annex Building across from the Mifflin County Courthouse. Meetings will remain on the third Tuesday at 5:15 p.m.

Updates

Renovations will begin on Monday, February 26th. It was discussed *The Lewistown Sentinel* did a nice job on both articles, February 15th, and February 28th, regarding renovations.

Public Comments

Commissioner Kodish stated that he is excited about the start of renovations. The commissioners are already working on Phase II and Streetscape Phases of renovations. Susan discussed with the board the importance of keeping photos and information to preserve the history of the renovations for future generations. Roxie Garrett shared a concern regarding the plexiglass shield about the circulation desk. Chris Wagner told board members he would like to start the working lunches again and invited members to attend if they were available during the day.

Adjournment

A motion was made by Angela Swartzentruber and seconded by Rachael Steinbach to adjourn the meeting. Motion carried. The meeting was adjourned at 5:59 p.m.

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Amendment: The next meeting of the Board of Directors of the Mifflin County Library will be Monday, March 18th at 5:15 p.m. at the library due a previous reservation at the Annex Building. All subsequent board meetings will be held at the Annex Building on the third Tuesday of the month at 5:15 p.m.

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