



Mifflin County Library  
123 N. Wayne Street  
Lewistown, PA 17044  
717.242.2391(p)  
www.mifcolib.org

*We satisfy curious minds*

## **Mifflin County Library Board of Directors Meeting Minutes**

Tuesday, January 16, at 5:15 p.m.

All attendees were via Zoom due to inclement weather.

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

Staff: Susan Miriello, Mary Rieffannacht, Kelly Rodenbaugh, Shelly Sweigart.

Commissioner: Kevin Kodish, MC Commissioner

Meeting was called to order at 5:15 p.m., by MCL Board President, Chris Wagner.

### **Approval of Minutes**

The December 19, 2023, minutes were approved as submitted with a motion made by Angie Swartzentruber and seconded by Tim Dunmire. Motion carried.

### **Financials**

Expenses for December were as noted in the board packet on the December At a Glance page. The bank accounts are also listed on that same page. It was noted the JVB Square account is from taking credit card payments. The Kish UNCD, MCSB CD and Thrivent are monies that may not be used due to the Reserves and Investment Policy. Chris Wagner asked what the District Consultant, Brady Clemens, recommends keeping in a reserve fund for expenses. Susan noted the consensus, among directors, is to hold between four to six months of funds in a reserve account. The remaining CDs have been earmarked for renovations by this board; Commissioner Kodish told the board they will be seeking funds due renovations. It was also noted at this time that the security cameras at Lewistown need to be updated, in addition to a new circ desk. Susan's goal is to move \$50,000 from the regular account into one of the reserve accounts after state aid is received. The board was directed to the January 2024 financial page and asked to notice the amount of one payroll period. Board members then looked at the 2023 financial page and it was stated that it is wonderful we have a balance to carry over into this new year and help with the budget.

Mifflin County Library is a United Way Agency.



Susan reviewed the Year in Review pamphlet for 2023 with the board. There are over 13,000 card holders in the county. The board was asked if any had any experience with the internet provider, Black Bear. Members did not. Belleville area internet access was discussed.

### **PANO Code of Ethics**

PANO, Pennsylvania Association of Nonprofits, yearly paperwork will need to be signed by each board member. Basically, it just states that issues will not be discussed outside the library, the director will not be discussed, and reveals any conflict-of-interest board members may have. Members may stop at the library and sign this form.

### **Policy Review**

There were no policies to review at this time. However, Susan noted that she is proud that we now have a robust policy manual and thanked the board saying they have done a great job working on this manual.

### **2024 Board Member Contact List and Committee Appointments**

Board members verified and corrected their contact information. Committee assignments were reviewed.

### **Updates**

Renovations are one step closer. Commissioner Kodish stated that bids were opened last week and will be awarded this Thursday and the Commissioner's Meeting. Bids came in higher than anticipated so the Commissioners will be asking the library to contribute \$200,000 toward renovations at some point in the future. Commissioner Kodish said they will set up a schedule to receive the funds and the monies will not be expected in one lump sum. The MC Commissioners are very supportive of the library and the renovations. Commissioner Kodish was made aware of the library's need for new security cameras and offered to investigate to see if they may be able to help with that need. The insufficient outdoor lighting was discussed, and it was noted that the lighting will be updated at some point in the renovation process. Susan thanked the board for being flexible moving this meeting to Zoom this evening due to the weather, our dark parking lot and the ice.

Due to renovations, future board meetings will need to be either moved to another day of the week or changed to the Kish branch library. The board decided to table this decision until the next in-person meeting.

Our fingerprinting service will be moving into the library's office at the courthouse tomorrow. Mifflin County Library will still be providing the service at the courthouse; this is a temporary move until renovations are completed. Susan told the board that we have received our second stipend from this service.

### **Public Comments**

Susan told the board that she has a plan, to be discussed at greater length in the future, regarding moving existing staff lockers outside for book pickups during renovations. More details will follow in another meeting.

Mifflin County Library is a United Way Agency.



### **Adjournment**

A motion was made by Margy Zook and seconded by Roxie Garrett to adjourn the meeting. Motion carried. The meeting was adjourned at 5:45 p.m.

Mifflin County Library is a United Way Agency.

