



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, May 21, 2024 at 5:15 p.m.

Annex Building

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

Zoom: Shelby Liebegott.

Staff: Susan Miriello, Mary Rieffannacht, Shelly Sweigart.

Excused: Angela Swartzentruber.

Commissioner: Kevin Kodish, MC Commissioner.

Guests: Lisa Parks, Kelly Marie Phillips.

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

### **Approval of Minutes**

A motion made by Jessica Nail and seconded by Margy Zook to approve the eVote of the April 2024 minutes. Motion carried.

### **Financials**

The financial pages were discussed. The board-approved Annual Campaign letter was mailed; we are receiving contributions. We have also received support from past Putting for Pages business sponsors since that letter was sent. Another fingerprint stipend was received, as well as various memorials for a former staff member, Betsy Tomasik and two members of our community, David & Rosellen Frey. Frey's daughter is working with Kelly Rodenbaugh regarding ideas for the children's library.

Susan and Kelly attended the United Way interview requesting funding for story time. Susan reported that Kelly "rocked the interview." We are waiting to hear the results from the United Way panel.

### **Policy Review**

No policies were presented for review.

### **Updates**

Susan updated the board on the status of renovations at the library. The dumb waiter has been removed. We currently do not offer fax service because during the removal of the dumb waiter the fax line was accidentally severed. The construction crew is dealing with many phone lines

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that look like a tangle of spaghetti because in the history of the library when new lines were installed the former were not removed.

Susan asked for the board to consider purchasing a cell phone and plan so that patrons may contact library staff and for two-step verifications since we will not have access to the in-house phones. A motion was made by Tim Dunmire and seconded by Jessica Nail giving Susan permission to get a cell phone and plan for the library's use. Motion carried.

Susan also asked for permission to investigate subcontracting with RBA Consulting for IT support. We will need help with indoor security cameras, new public access computers, new phone systems and fiber optic internet access. Chris Wagner asked about Useful public access computers, and it was discussed they are not fulfilling the needs of the public and next year we will need another system. Roxie Garrett and Commissioner Kodish gave positive reviews of RBA Consulting. It was also noted that Susan applies for eRate reimbursement annually and the move to fiber will occur at the next eRate cycle. Roxie made a motion, seconded by Rachael Steinbach giving Susan permission to investigate using RBA Consulting for the library. Motion carried.

Susan and Shelly met with the architect last week and chose carpet and tiles samples. Many of the samples are in use in the Annex Building so Susan showed the board what choices were made. Susan was told that in the next construction meeting on May 30<sup>th</sup> she will be given a firm date for when renovations will begin on the main floor of the library. The current estimated date is July 8<sup>th</sup> but that is subject to change.

Susan discussed her plan for what the library staff days will look like in the summer:

- Five most senior union employees will go to the Kish Branch (as decided by the board last month).
- Money from the Kish Branch (less petty cash) will be picked up and deposited by Susan at JVB Gardenvue Branch. No money will be held by anyone or in their cars overnight. Mary will do all the necessary paperwork for the deposit.
- Packages and Ingram books will be delivered to the Kish Branch because the cataloger will be working there. If UPS cannot be changed, then Susan will pick up the packages at UPS in Reedsville; USPS mail will be picked up at the post office daily.
- Interlibrary Loans (ILL) service will be suspended effective June 1<sup>st</sup>. The only exception will be those books needed for the two book groups.
- Certified mail and the magistrate will be suspended until our return to the main library because we will not be able to check the shelves for missing books.
- The book drop in the brick wall will be locked because we will not be able to get inside the building.
- The stainless-steel book drop will be emptied daily and those books checked in at our courthouse office. Due to the courthouse being closed on Saturdays, books will not be due on Saturday from July through October. The books checked in at the courthouse will be stacked in that office until our reopening.
- Turning on automatic renewals in the integrated library system was discussed by the board, but tabled until the June meeting after we have a firm date.

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- The records of all books (except new books) remaining in Lewistown will be suppressed until we reopen, preventing patrons from putting these books on hold. These books will not show up in the card catalog. All Kish books will be available.
- Summer Reading Program is planned. Kelly has many activities planned at the PSU Extension Office in Lewistown, one activity at Rec Park, and the others at the Kish Branch Library. Susan gave the board handouts provided by Kelly Rodenbaugh explaining the summer programs.
- The plan is to use our staff lockers for patron holds in Lewistown; details to be worked out with Lonnie, county maintenance supervisor. Books from the Kish Branch may be brought in to fulfill holds in Lewistown.
- Susan will heavily advertise regarding our closing after she has a firm date from the construction team. Her theme for advertising will be, "It's not Covid, it's construction" and "It's a temporary inconvenience for permanent improvement."

#### **Board Exercise**

Tabled until next month.

#### **Public Comment**

Tim Dunmire asked a question regarding the Rothrock Community Library.

#### **Adjournment**

A motion was made by Margy Zook and seconded by Tim Dunmire to adjourn the meeting. Motion carried. The meeting was adjourned at 5:57 p.m.

***Next board meeting will be June 18 @ 5:15 pm at the Annex Building.***

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