

Mifflin County Library Board of Directors

Minutes of Board Meeting – May 17, 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 vacation spot?

Financial Report

Total cash balance as of 3-31-21	\$ 273,733.27
April Income	\$ 49,409.35
April Expenses	\$ <u>44,442.14</u>
	\$ 278,700.48
Payroll Liabilities (Timing)	\$ 13,742.92
Checking Acct Balance as of 4-30-2021	\$ 292,443.40

Fundraising Summary (as of 5-8-21)

Annual Campaign	\$ 8,868.37
Book Sale	\$ 373.68
Other (FOL, Honor/Memorial, etc.)	\$ <u>8,737.73</u>
Total	\$ 17,979.78

Knarr reported that the Library is now using Quick Books online.

**Dunmire moved and Jerzerick seconded that the signers on all bank accounts be changed. The motion passed.**

Policy Review

Susan reviewed and explained the Accounting Procedures Manual.

**Stratton moved and Bagrosky seconded that we approve the Accounting Procedures Manual. The motion passed.**

The Reserves and Investment Policy was reviewed.

After review, **Demi moved and Bragrosky seconded that the Reserves and Investment Policy be approved. The motion passed.**

## Commissioner Laptops Project

Miriello provided additional information about the Commissioners' proposal to use the Library as a distribution point for 1,000 laptop computers. The Library would be the owner for a five year period. We are still waiting for a response from the School District about their willingness to commit to cooperation. There are a lot of logistical issues to be considered. The Board raised several questions. Susan will bring these before the Commissioners and report back.

## District Advisory Council Update

Susan Miriello, Cindy Kennedy, and Mary Ann Stratton attended the District Advisory Council by Zoom on April 28. Information was provided on the Agreement for the Provision of District Library Services within the Central Pennsylvania District July 1, 2021 – June 30, 2022. The Board reviewed the Agreement.

**Dunmire moved and Stratton seconded that we accept the Agreement for Provision of District Library Services. The motion passed.**

## Staff Training Day

Miriello requested that the Board approve closing the Mifflin County Library on June 22 for staff training.

**Bagrosky moved and Demi seconded that the Mifflin County Library be closed on June 22 for staff training. The motion passed.**

## Second Annual Campaign Letter

The first annual campaign letter was sent in December; a second will be sent in June. We will get back on schedule next April for Library Week. Discussion on the next Mini Golf Fundraiser was tabled until next month.

## Friends of the Library Update

The Friends will meet on May 25 at 5:30 pm.

## Public Comments

There were none.

## Adjournment

The Board meeting adjourned at 6:05 pm with approval of a motion by Demi and a second by Jerzerick.

Attending: Chris Wagner, Cynthia Kennedy, Zane Jerzerick, Mary Ann Stratton, Mary Ann Demi, Christina Bagrosky, Tim Dunmire

Absent: Catie Breneman, Michelle Fetter

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