

## Mifflin County Library Board of Directors

### Minutes of Board Meeting – January 11, 2021

The public meeting was called to order at the Lewistown Branch of the Mifflin County Library at 5:15 pm by Board President Christopher Wagner.

The Board discussed suggested goals for Susan for 2021. Susan shared her goals which include revising the written policy manual.

#### Financial Report

Total cash balance as of 11-30-20	\$ 214,429.62
December Income	\$ 10,820.30
December Expenses	\$ <u>47,901.81</u>
	\$ 177,348.11
Payroll Liabilities (Timing)	\$ <u>745.53</u>
Checking Acct Balance as of 12-31-20	\$ 178,093.64
Fundraising Summary (as of 1-05-21)	
Annual Campaign	\$ 11,573.35
Book Sale	\$ 1,383.04
Other (FOL, Honor/Memorial, etc.)	\$ <u>43,752.21</u>
Total	\$ 56,708.60

The checking account balance includes the state aid for 2021.

The proposed 2021 budget will be discussed during Executive Session.

Fetter moved and Stratton seconded that the Financial Report be approved. The motion passed.

#### PANO Code of Ethics

Miriello explained the procedure for completing the documents required for satisfying the best practices of the Pennsylvania Association of Nonprofit Organizations (PANO). These should be returned at the February meeting.

#### Approval of Committees

Miriello provided the list of proposed committee assignments for 2021. Demi moved and Breneman seconded that these assignments be approved. The motion passed.

## Memorandum of Understanding with Local Union 1940-5

Miriello explained that the memorandum of understanding with Local Union 1940-5 has been extended to 2022. We will be maintaining the current contract.

## Policy Review: Policy and Procedure Manual Intro Review

Miriello explained the procedure for revising the policy manual. She provided the introductory page.

Demi moved and Dunmire seconded that this part of the policy manual be accepted. The motion passed.

## Friends of the Library Update

The Friends will be meeting next week by Zoom. They have nothing planned at this time.

## Public Comments

Miriello announced that the Library, both branches, will reopen to in-person service on January 19 with hours from 9 to 4.

The next Board meeting will be held on February 8, one week early due to the Presidents' Day holiday.

## Executive Session

Wagner called for an Executive Session at 5:35 pm. The Board came out of Executive Session at 5:48 pm.

## Motion on Proposed Budget for 2021

Demi moved and Stratton seconded that the proposed budget for 2021 be accepted. The motion passed.

## Adjournment

The Board meeting adjourned at 5:50 pm with approval of a motion by Stratton and a second by Breneman.

Attending: Chris Wagner, Cynthia Kennedy, Zane Jerzerick, Mary Ann Stratton (Zoom), Mary Ann Demi (Zoom), Catie Breneman, Michelle Fetter (Zoom), Tim Dunmire (Zoom),

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

Friends Representative: Tangelina Sechrist