

## Mifflin County Library Board of Directors

### Minutes of Board Meeting – March 15, 2021

The public meeting was called to order at the Lewistown Branch of the Mifflin County Library at 5:20 pm by Board Vice President Mary Ann Demi.

#### Financial Report

Total cash balance as of 1-28-21	\$ 192,359.38
February Income	\$ 146,528.39
February Expenses	\$ <u>28,884.54</u>
	\$ 310,003.23
Payroll Liabilities (Timing)	\$ 525.75
Checking Acct Balance as of 2-28-2021	\$ 310,528.98
Fundraising Summary (as of 3-3-21)	
Annual Campaign	\$ 5,962.17
Book Sale	\$ 127.26
Other (FOL, Honor/Memorial, etc.)	\$ <u>2,968.38</u>
Total	\$ 9,057.81

Kathy Knarr expressed gratitude for the generous donations that have been received.

Dunmire moved and Jerzerick seconded that the Financial Report be accepted. The motion passed.

Fetter moved and Stratton seconded that a flat \$200 bonus be paid to each employee who receives the COVID vaccine. Taxes will be paid. The motion passed.

#### PANO Code of Ethics

Susan reminded Board members that the four signed forms for the PANO Code of Ethics need to be returned.

#### Year in Review

Susan has now held the Executive Director position for four months. She reviewed the 2020 Year in Review pamphlet. In-person attendance is down 70 percent this year due to COVID; however, program attendance via Zoom has skyrocketed.

#### Policy Review

The following were provided for review: Bid and Procurement Policy; Staff Conflict of Interest Policy; Travel Policy; Sexual Abuse and Molestation Policy. These need to be on record for COVID funding.

Tangeline Sechrest, representative from the Friends of the Library, expressed concerns about the statement (Conflict of Interest Policy) which addresses staff members not being members of the Friends. This needs to be clarified. What is meant by direct involvement? Some specific examples need to be provided. Perhaps it

could be revised to state that they cannot be voting members. After discussion, it was suggested that the policies be accepted as stated with the potential to revisit the Conflict of Interest Policy next month.

Jerzerick moved and Fetter seconded to accept all policies as stated. The motion passed.

Board President Christopher Wagner arrived at 5:45 pm and took the gavel.

### Friends of the Library Update

The March meeting was canceled. They plan to meet in May to start making plans for fundraising.

### Public Comments

Susan announced the passing of former Library employee Darlene Rutherford. A card was sent on behalf of the Board and a donation was made to the Library in her memory.

Library Week is April 4 – 10. The Commissioners will issue a proclamation.

Commissioner Kodish raised questions about how the Federal stimulus package affects libraries. We need to find out this information.

We also need to encourage the public to consider supplying memorial legacies to the library from their estates.

### Adjournment

The Board meeting adjourned at 5:56 pm with approval of a motion by Breneman and a second by Dunmire.

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

Staff: Susan Miriello, Kathy Knarr, Pauline Belfiore (Zoom)

Kevin Kodish, Commissioner Liaison to the Board (Zoom)

Tangeline Sechrist, Friends of the Library Representative (Zoom)