



Mifflin County Library  
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*We satisfy curious minds*

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

Tuesday, November 19, 2024, at 5:15 p.m.

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

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

MC Commissioner: Kevin Kodish.

Guests: Lisa Parks, Alan Kratzer.

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

#### **Minutes**

October minutes were previously approved via e-Vote on October 26, 2024.

#### **Financials**

During the review of the financial pages, it was discussed that a large payment was made for the integrated library system. This is the whole system for the library that checks books in and out; allows patrons to put books on hold from home, etc. It was noted that another insurance bill, not yet received, will need to be paid in December. During a discussion regarding renovations, Commissioner Kodish stated that Phase 1 renovations have exceeded the anticipated amount; this is due to the addition of some Phase 2 items. It has come to our attention that some members of the public have a misunderstanding regarding the library vs. learning center. It was thought the books would be gone, and the library wouldn't be the same. We explained that the books are still there, and things will continue as always. The Learning Center will consist of two separate identities with separate entrances.

The 2025 budget proposal was presented to the board. It was noted that we are hopeful the library generated line items will increase with the reopening of the library. There has been a subheading added under Mini-Golf for other prospective fund-raising ideas. We will still have the fingerprint funds for next year and State Aid remains the same. We have been notified that our 2025 insurance rates will increase. Shredding expenses were discussed and Commissioner Kodish suggested the library add their small amount of annual shredding to the secure bin for

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on-site shredding at the courthouse. It was suggested we create a form, and have it signed by a courthouse representative, stating our shredding was added to their secure bin for the auditors. Susan feels hopefully optimistic that we will be able to reach our 2025 fundraising goals. A motion was made by Angie Swartzentruber and seconded by Tim Dunmire to accept the proposed 2025 budget. Motion carried.

Due to renovations, shelving will be needed for the Children's Library, as well as new office furniture for the library. A motion was made by Margy Zook and seconded by Jessica Nail that the new office furniture be purchased. Motion carried.

The MCL will be participating in the #GivingTuesday Campaign, December 3<sup>rd</sup>, 2024 for the first time. Our goal is to continue this annually. Susan and Mary shared their advertising strategy for the event.

### **Policy Review**

The board was presented with a new policy recommendation entitled, "Patron services for patrons who live outside of the Central PA Library District". This is a policy recommendation from our District Consultant, Brady Clemens. It is assumed that patrons who reside outside of the Central PA District are borrowing eBooks via Libby from our district vs. their own residential district. This seems to be creating lengthy holds on eBooks for those within the Central PA District. This policy allows physical material to be borrowed by any patron, however, Libby use must be connected to your residential library district. Following board discussion, Rachael Steinbach made a motion to accept the policy as written. Motion seconded by Jessica Nail. Motion carried.

### **Updates**

Renovations seem to be on target. Windows have been installed; flooring has arrived. A tentative date for Children's to be completed is December 15<sup>th</sup> with the upstairs date in January. The return of employees on layoff will be determined by construction.

### **Executive Session**

The motion was made by Shelby Liebegott and seconded by Roxie Garrett at 5:46 pm. for the board to enter Executive Session to discuss manager benefits contract, director's performance review and CBA update. Motion carried.

Tim Dunmire made a motion to exit Executive Session at 5:55 p.m. Motion seconded by Margy Zook. Motion passed unanimously.

### **Meeting Resumed**

A motion was made by Rachael Steinbach and seconded by Jessica Nail to accept the Manager Benefit Contract as written. Motion carried unanimously.

### **Adjournment**

A motion was made by Roxie Garrett and seconded by Shelby Liebegott to adjourn the meeting. Motion carried. Meeting adjourned at 6 p.m.

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***Next board meeting will be on December 16th, 2024 @ 5:15pm at the Annex Building.***

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