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**MIFFLIN COMMUNITY LIBRARY
BOARD OF DIRECTORS' MEETING
August 24, 2022**

Karen Cook called the meeting to order at 7:05PM via Zoom.

Voting Trustees present: Karen Cook, Alex McCarty, Allison Kalbach, Becky Wingenroth, Veronica Martin, Colleen Stamm

Staff Present: Natasha Donaldson

Friends of MCL Liaison present: Susan Johns

Becky Wingenroth made a MOTION to approve the consent agenda items; Allison Kalbach seconded the motion. The motion carried to unanimously approve the following items:

- Approval of minutes of May 25, 2022 meeting
- Friends of MCL report
- MCL Director's report
- BCPL System report

Treasurer's Report:

- Colleen Stamm reviewed June and July 2022 financial reports. She confirmed income is tracking lower than anticipated, as are expenses, but the library remains in a good cash position with a surplus.

New Business:

- Colleen Stamm reviewed the 2023 Budget. There has been a \$16,000.00 increase in state funding, which will allow additional funds for office supplies, materials and computer upgrades. Decision was made to allow board further time to review and vote was tabled until September 2022.
- Karen Cook confirmed that, per bylaws, committees should have a regularly scheduled meeting time. Current meeting schedule is as follows:
 - o Development – Second and Fourth Wednesday and as needed
 - o Governance – Every other month and as needed
 - o Finance – Colleen meets with Diane every Tuesday
- Colleen Stamm suggested that a fundraising calendar be set up at the beginning of the year for 2023. Discussion took place around this idea. It was agreed that the Development Committee will work toward this goal, still working to set up established fundraisers, will try

- to schedule fundraisers around those the Friends currently have set up and the Annual Appeal.
- Natasha Donaldson reviewed quotes for new phone system and elevator maintenance versus those agreements currently in place.

- Becky Wingenroth made a MOTION to approve moving forward with Nuso quote for phone system and Reading Elevator quote for elevator maintenance, pending Karen's review of their contracts. Alex McCarty seconded. Motion carried unanimously.
- Natasha Donaldson reviewed Annual Appeal brochure for 2022, addition of business sponsorship option. Discussion took place around same. Additional time was requested to review brochure and it was agreed that board will vote by email to approve brochure by August 31, 2022.
 - Natasha Donaldson advised that the District Consultant, Becky Wanamaker, will be attending the September board meeting for her annual visit.
 - Karen Cook confirmed that there is System Continuing Education taking place on October 6, 2022 with Chad Barger on fundraising. Board members are encouraged to attend.
 - Potential board member resume was reviewed. Karen Cook will invite her to September meeting.
 - Karen Cook advised that Governance is currently drafting bylaws and updated board agreement. More information to follow on this.
 - Natasha Donaldson confirmed she is reaching out to municipalities to discuss library representation at Fall council meetings regarding library funding. She will follow up on this.

Ongoing Business:

- Natasha Donaldson confirmed sprinkler contract has been signed.
- Governance Committee Update: Karen Cook
 - o In process of drafting bylaws and updating board agreement
- Development Committee Update: Veronica Martin
 - o Reviewed outcome of Community Days Bingo fundraiser. Confirmed this is a fundraiser that Development Committee would like to continue.
 - o Considering possibility of hosting Bingo in Mohnton Park. Discussion around ongoing licensing issues. Susan Johns confirmed she would review licensing information with Friends to determine if they are able to consider participation.
 - o Working to finalize gift card calendar fundraiser which will take place in October. Calendars should be available for sale at beginning of September.
- Natasha requested all board members sign and return Abuse Prevention Policy & Symptoms of Child Abuse form.

Alex McCarty made a MOTION to adjourn the meeting at 9:13PM. Colleen Stamm seconded this motion. Motion carried unanimously.

The next meeting will be held virtually on September 28, 2022 at 7:00PM.

Respectfully submitted,

Veronica Martin
Secretary