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**MIFFLIN COMMUNITY LIBRARY  
BOARD OF DIRECTORS' MEETING  
January 25, 2022**

Karen Cook called the meeting to order at 7:04PM.

Voting Trustees present: Karen Cook, Alex McCarty, Veronica Martin, Colleen Stamm, Jenny Rodriguez Priest, Rosanna Lindquist, Rebecca Wingenroth, Allison Kalbach  
Staff Present: Natasha Donaldson

Rebecca Wingenroth made a MOTION to approve the consent agenda items; Colleen Stamm seconded the motion. The motion carried to unanimously approve the following items:

- Approval of minutes of December 7, 2022 meeting
- Friends of MCL report
- MCL Director's report

**Treasurer's Report:**

- Colleen Stamm reviewed December 2022 financial reports. She confirmed the library remains in a good cash position. There is a surplus of \$23k. Natasha indicated that \$13k of those funds were allocated to Ingram spending, which is a cooperative purchasing fund for library materials that gets us a discount on books.

**New Business:**

- The 2023 Board of Trustees Slate of Officers was presented for approval. Veronica Martin was nominated for President. Rebecca Wingenroth was nominated for Vice President. Rosanna Lindquist was nominated for secretary. Colleen Stamm was nominated for Treasurer. Jenny Rodriguez Priest made a motion to approve; Karen Cook seconded the motion. The slate was approved unanimously.
- Policy review. Signatures are needed for the Conflict of Interest Policy and Credit Card Policy. Collection Development policy was also presented. Policies were approved unanimously.
- Job descriptions were presented for a Public Relations Coordinator and Adult Programs/Fundraising Coordinator. There were discussions around the fundraising portion of the Adult Programs Coordinator description and if it fit with that role. Amendments will be made to the Adult Programs Coordinator description and an e-vote request will be sent out for

board approval. A motion was made by Rebecca Wingenroth to approve the PR Coordinator job description; this was seconded by Colleen Stamm. The motion carried unanimously.

**Ongoing Business:**

- Natasha is still waiting to finalize the phone contract.
- 2023 board meeting schedule/location has been finalized.
- The Board Member Agreement was discussed. There were concerns around the BCPL requirements for board training as there are no make up options in the event of illness or family emergency. Natasha indicated that this is a BCPL requirement and that any concerns should be voiced with BCPL Advisory Board using their written feedback option for meetings. Rebecca Wingenroth made a motion to approve the agreement; this was seconded by Karen Cook. The motion carried unanimously.
- Governance Committee Update: Karen Cook
  - o The Governance Committee met on January 20<sup>th</sup> to discuss committee business and the MCL Executive Director's evaluation.
  - o Becky Wingenroth gave the update to the MCL Executive Director's evaluation process. This year's process used essentially the same evaluation form as the prior year with a few exceptions: 1) Added an overall rating; and 2) Asked for comments for both constructive as well as excellent performance; and 3) Requested input from a sampling of both the Friends as well as library volunteers who have frequent interaction with the MCL Executive Director. The input from the Board, Staff, Friends and Volunteers, as well as Natasha's self-evaluation were consistent. The final step in the process is for Natasha to submit her comments, if any, and obtain signatures from both Natasha and a member of the Governance committee who was involved in the evaluation. Becky reported that the numeric values did not give much value to the process to keep in mind for next year. As well, she said she would hold on to the confidential detailed comments for one year and then have them destroyed. Anyone with input to the process should let the Governance Committee know prior to the start of the 2023 evaluation process (recommend prior to November).
- Development Committee Update: Alex McCarty
  - o The tent contract for Community Days has been signed.
  - o Discussion took place around "Swag" sale committee is working to finalize. The committee requested approval for a Square account site so that an online site for sales could be created. The funds will go directly to the library and Natasha gets a usage report. Rebecca Wingenroth made a motion to approve; Colleen Stamm seconded this motion. The motion carried unanimously.
  - o New sponsorship ideas were drawn up for the Community Days BINGO event. The committee requested board approval of the new sponsorship levels and offerings.

Allison Kalbach made a motion to approve; Jenny Rodriguez Priest seconded the motion. The board approved this motion unanimously.

- Finance
  - We are migrating to a new version of Quickbooks.
  
- Tree Removal
  - We obtained a quote for tree removal. Based on the cost, the board recommended that we obtain a few competing bids before proceeding.

Veronica Martin made a MOTION to adjourn the meeting at 8:42PM. Alex McCarty seconded this motion. Motion carried unanimously.

The next meeting will be held in-person at the library on February 22, 2023 at 7:00PM.

Respectfully submitted,

Rosanna Lindquist  
Secretary