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**MIFFLIN COMMUNITY LIBRARY
BOARD OF DIRECTORS' MEETING
October 27, 2021**

Megan Huesgen, Board President, called the meeting to order at 7:07 PM via zoom

Voting Trustees present: Megan Huesgen, Allison Kalbach; Alex McCarty; Colleen Stamm, Carey Babczak, Karen Cook.

Staff present: Natasha Donaldson

Friends of MCL Liaison present: Carolyn Royer

Guest present: Becky Wingenroth

Alex McCarty made a MOTION to approve the consent agenda items. It was seconded by Karen Cook. The motion carried to unanimously to approve the following items:

- Minutes of the September 22, 2021 Board Meeting
- Library Director's Report
- Friends of the Mifflin Community Library Report

Carey Babczak stated that the September Board Meeting Minutes had incorrectly recorded the emergency repair of the sprinkler system and the sump pump. Carey recommended that the Board extract the facility repairs in the Treasurer's Report and place it under the Director's Report, and reaffirm that at that Board meeting Karen Cook made a motion to approve the repairs and it was seconded by Carey Babczak. Karen Cook made a MOTION to amend the September 23, 2021 Board Meeting Minutes. It was seconded by Carey Babczak. The motion carried unanimously.

Director's report:

- Natasha Donaldson reported that she discussed with the governance committee an issue with a staff member regarding an attendance. The employee was ultimately terminated. Karen Cook attended the meeting with Natasha when the employee was terminated.

Treasurer's Report:

- The cash position is up \$40,000 year over year and library operations remain steady. Carey stated that the income statement has almost \$10,000 of 2020 annual appeal in this year as well as \$5000 from Shillington Social Quarters and \$5,000 from the Ella Vance Estate that was received in October 2021.

New Business

- 2022 Meeting Schedule
 - The governance committee made a recommendation to have 8 Board meetings per year on the fourth Wednesday of each month. Exact details of meetings are:
Board meetings start at 7 p.m. and are held virtually or in-person on the fourth Wednesday of the month except in December, when the meeting is on the first Wednesday. The board will hold 8 meetings per year: January, February, April, May,

August, September, October and the first week of December. Exact dates, format, and attendance options are available at mifflinlibrary.org.

- Carey Babczak made a MOTION to advertise this Board meeting change in the newspaper and on the library's website. Allison seconded this motion. The motion carried unanimously.

Ongoing Business

- Annual Appeal
 - Natasha reported that the Annual Appeal was mailed last Thursday. So far, the library has received roughly 25 donations. Natasha stated that there were extra brochures printed, and Brittany and Andrea were planning to take them to outreach events. Colleen recommended putting brochures at the Shillington Farmers Market and Alex McCarty suggested taking brochures to the local municipalities. Alex McCarty also suggested making a smaller donation amount, less than \$50, on the library's Square store.
- 2022 Budget
 - The 2022 draft budget with multiple versions was circulated to Board members. After some discussion, Carey Babczak made a MOTION to approve the 2022 budget with 6% increase. Karen Cook seconded the motion. The motion carried unanimously.
- Committee Updates
 - Governance committee
 - Megan Huesgen announced that Cynthia Thomasett submitted her letter of resignation.
 - Megan reported that the governance committee is working on a process for reviewing the Library Director, Natasha. The governance committee and Natasha found resources from Pennsylvania Association of Nonprofit Organizations (PANO) that they felt would help this process. The review will include input from library staff and Board members. Carey Babczak made a MOTION to require a review of the Library Director annually. Allison Kalbach seconded the motion. The motion carried unanimously.
 - Development committee
 - Alex McCarty reported the committee met twice to discuss the possibility of doing a Spring fundraiser. There was also discussion about potentially doing fundraisers with local several local restaurants. Carolyn Royer offered to help with fundraisers.
 - Financial committee
 - Carey Babczak reported that Natasha had contacted the financial committee via email regarding the library's copier lease which was time sensitive. Natasha recommended using Edward's; Carey and Colleen Stamm confirmed. Carey Babczak made a MOTION to ratify the decision that was made via email to switch copier contracts and enter a 5-year lease with Edwards Business Systems. Colleen seconded this motion. The motion carried unanimously.

Carey Babczak moved to adjourn the meeting at 8:35 p.m. Colleen Stamm seconded the motion, which passed unanimously.

The next meeting will be held virtually on December 1, 2021 at 7:00 PM.

Respectfully submitted,

Colleen Stamm
Acting Secretary