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**MIFFLIN COMMUNITY LIBRARY  
SPECIAL BOARD OF DIRECTORS' MEETING  
April 27, 2022**

Karen Cook called the meeting to order at 7:06 PM via Zoom.

Voting Trustees present: Karen Cook; Alex McCarty; Becky Wingenroth; Veronica Martin; Colleen Stamm.

Staff present: Natasha Donaldson

Friends of MCL Liaison present: None

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

- Approval of February 23, 2022 Minutes
- Approval of April 4, 2022 Minutes
- Friends of MCL report
- MCL Director's report

**Treasurer's Report:**

- Colleen Stamm reviewed the February and March 2022 financial reports. She confirmed income is tracking down, as well as expenses. She confirmed that the library continues to maintain a good financial position and has a surplus of about \$9,000.00.

**New Business:**

- Natasha Donaldson reviewed and provided updates on the following policies:
  - Services Policy - Updated to reflect Library of Things loan period, Lost/Damaged items clarified
  - Child Abuse Policy - This is a new policy for the library and insurance company is requiring the update. Natasha also requested that board members email their clearances to her, if they have them. She will also send out an emailing detailing how to obtain clearances for those board members who do not have them. The board tabled discussion on this policy until all members could better read and clarify policy and will re-review again at May 2022 meeting.

Alex McCarty made a MOTION to approve updates to Services Policy; Veronica Martin seconded this. The motion carried unanimously.

- Natasha Donaldson reviewed the updated job description for the Youth Librarian position. She confirmed that both the hours and job requirements were updated to include 2 additional hours per week and remove Assistant Librarian from the title. Colleen confirmed that

increase in hours would be feasible based on library's current financial standing.

Becky Wingenroth MOTIONED to approve revised job description. Colleen Stamm seconded, motion carried unanimously.

- Natasha reviewed the current library sprinkler contract, advised that the sprinkler company is requesting library sign a renewal contract, which would auto renew hereafter. The sprinkler system was installed in 2002 and Natasha did some research to confirm that the sprinkler system is a building requirement and cannot be decommissioned. At this time, decision was made not to sign any contract until additional estimates are obtained from other contractors. Natasha is also going to attempt to obtain estimates for security system on premises and see if combining both services is a possibility.

**Ongoing Business:**

- Governance Committee Update: Karen Cook
  - Working on a revised Assistant Librarian job description.
- Development Committee Update: Alex McCarty
  - Continuing to work on Community Days fundraiser. Karen is in the process of reviewing and redlining tent contract. Concerns were addressed regarding the required number of volunteers necessary for event and Becky offered that she works with Met-Ed retirees and she could present opportunity to obtain volunteer hours. The Community Days application is due on May 1 and committee is moving forward with application, as it is anticipated agreement will be reached with tent company.
- Financial Committee: Colleen Stamm
  - Working to obtain all documentation for audit done by Long Barrell, audit is due October 1
- Natasha confirmed that she has not received all board member conflict of interest/board member agreement documentation and requested that any one who has not submitted this do so.
- Computer Purchase update: 3 desktop computers were purchased for the library, as it was felt there were possible security issues with laptops. The computers have been installed, IT is working to update all computers to Windows 10 SD operating system to make all units faster. An inventory is being done on all current computers.

Alex McCarty made a MOTION to adjourn the meeting at 8:12PM. Colleen Stamm seconded. Motion carried unanimously.

The next meeting will be held virtually on May 25, 2022 at 7:00PM.

Respectfully submitted,

Veronica Martin  
Secretary