



Mifflin County Library  
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*We satisfy curious minds*

**Mifflin County Library Board of Directors Meeting Minutes**  
Monday, March 18<sup>th</sup> at 5:15 p.m.

Attendance: Tim Dunmire, Roxie Garrett, Jessica Nail, Rachael Steinbach, Mary Ann Stratton, Chris Wagner, and Margy Zook.

Zoom: Angela Swartzentruber

Excused Absence: Shelby Liebegott.

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

Commissioner: Kevin Kodish, MC Commissioner

Guests: Dylan Fye, Lisa Parks.

Meeting was called to order at 5:10 p.m., by MCL Board President, Chris Wagner.

**Approval of Minutes**

The February 20, 2024, minutes were approved as submitted with a motion made by Rachael Steinbach and seconded by Margy Zook. Motion carried.

**Financials**

The financial pages were discussed, noting that income is higher because state aid was received in February. Susan recapped with the board that the Kish UNCD is our reserve monies. The other accounts are earmarked for renovation. Discussion included the amount of the fingerprinting stipend; the undesignated deposit by The Friends of MCL with the closing of their account; the cost of moving the Toshiba copier to our courthouse office, which was necessary due to contractual obligations; the need to raise \$55,000 in donations to meet our budget.

The two CDs at Kish bank are maturing on March 16<sup>th</sup>. There was discussion regarding using them to meet a part of the MCL's financial responsibility to the commissioners for renovations. After the discussion, Tim Dunmire made a motion to use these funds to assist in paying for renovations. Motion seconded by Jessica Nail. Motion carried. Commissioner Kodish instructed to have the check made payable to, "County of Mifflin."

The board was presented with a letter to be used for fundraising purposes regarding the fingerprinting service provided by the library. The target audience of this letter was reviewed

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and agreed upon by the board with a motion made by Angela Swartzentruber and seconded by Roxie Garrett to use the fundraising letter. Motion carried.

### **Policy Review**

The Bylaws were presented to the board with the changes noted last month regarding indemnification. A motion was made by Mary Ann Stratton and seconded by Tim Dunmire to accept the revised Bylaws as presented. Motion carried.

### **Contracts**

March is when our district contract is due with the Central PA Library District. Susan presented Board President, Chris Wagner, with the contract for signature explaining the contract includes interlibrary loans (ILL), Libby, advice and assistance by Brady Clemens, District Consultant. A motion was made by Rachael Steinbach to accept the contract, seconded by Jessica Nail. Motion carried. Contract was signed.

The contract to extend Useful, our public access computer system, for a period on one (1) year was presented. There was discussion regarding how Useful functions and patron issues with the system. Commissioner Kodish noted that a patron complained to him about the system. It was decided that MCL would remain with Useful until renovations have been completed and a better system may be found. A motion was made by Margy Zook and seconded by Tim Dunmire to remain with Useful for another year. Motion carried.

### **Updates**

The HVAC units have been removed. This week they will begin working on cutting out windows in the children's room. The downstairs bathroom has been removed and pipes added for two new bathrooms. The dumb waiter needs to be removed. The architect is excited that all the children's book were moved to the main floor leaving the shelves empty in the children's room. Due to this, the construction crew will be doing some additional work.

Miss Kelly informed the board that the story time programming will continue during renovations. She will be holding two classes at the Kish branch and has partnered with Penn State Extension, in Lewistown, to hold a story time class there for our patrons. Penn State Extension has also offered available space for our use during the summer months.

Susan discussed with the board the possibility of increasing our hours at the Kish branch from a 22 hour/week, Tuesday through Saturday schedule, to a 42 hour/week, Monday through Saturday, revised schedule. It was noted that the state aid requirement for a branch library is 22 hours/week. There was discussion regarding the possible need for a staff temporary layoff when the construction is moved to the main floor of the library. At this point in time, it is believed that we will need to be closed for approximately four months (exact start date unknown at this time). This layoff would be temporary, all staff will be called back to work. It may be a necessity due to lack of work; unemployment compensation will be available to those affected. Susan does not like to lay off staff, but even with aggressive fund raising it may be financially necessary. Work will be unavailable at the main branch and there is not sufficient work available to move all staff members to the Kish branch. The additional expense of paying

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mileage to each staff member working at Kish was also noted. Plans will be made to offer children's programming, summer reading program, both book groups and adult crafterday during this phase of renovations. Susan's goal in presenting this layoff information was to ask the board to contemplate the details for a future date when decisions will be made.

#### **Public Comments**

Lisa Park, library staff member and Unit President of the United Steelworkers Local Union 1940-05, spoke regarding the potential future temporary layoff. Lisa stated she felt it was unfair that some staff may need to be on temporary layoff.

#### **Adjournment**

A motion was made by Rachael Steinbach and seconded by Roxie Garrett to adjourn the meeting. Motion carried. The meeting was adjourned at 5:49 p.m.

***Next board meeting will be held on Tuesday, April 16<sup>th</sup> at 5:15 p.m. at the Annex Building.***

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