

**JOSEPH T. SIMPSON PUBLIC LIBRARY  
REGULAR MEETING April 14, 2020 at 7:00 pm  
Meeting conducted via Zoom Meeting**

*Mission: Joseph T. Simpson Public Library is a community center for learning and leisure.*

*Vision: Simpson Public Library is a dynamic community asset that inspires lifelong learning, advances literacy, and connects people with resources for knowledge, discovery, and enrichment.*

*Core Values: Lifelong Learning, Community, Service, Access*

**Term exp. Jan. 2021**

Cindy Mortzfeldt (1<sup>st</sup> term)  
Leah Roshetar (1<sup>st</sup> term)  
Jim Van Kirk (2<sup>nd</sup> term)  
Earnie Zimmerman (3<sup>rd</sup>/last term)

**Term exp. Jan. 2022**

Patty Sanker (2<sup>nd</sup> term)  
Alan Vandrew (1<sup>st</sup> term)  
Allen Warshaw (1<sup>st</sup> term)  
Donna Weldon (1<sup>st</sup> term)  
Marilyn Zywiec (2<sup>nd</sup> term)

**Term exp. Jan. 2023**

Glen Osborn (2<sup>nd</sup> term)  
Rob Moran (1<sup>st</sup> term)  
Annie Standley (1<sup>st</sup> term)  
Judy Souleret (2<sup>nd</sup> term)  
Jonathan Williams (3<sup>rd</sup>/last term)

**MINUTES**

- I Due to the Coronavirus Stay at Home Order, the meeting was held using Zoom video conferencing software.
- II Call to Order: Glen Osborn called the meeting to order at 7:00 pm.
- III Roll Call: X = Present, E = Excused, A = Absent, \* = Participated by electronic means

	Jan	Apr	May	Jun	Sept	Oct	Nov
Moran	P	P*					
Mortzfeldt	P	P*					
Osborn	P	P*					
Roshetar	P	P*					
Sanker	P	P*					
Souleret	P	P*					
Standley	E	P*					
Vandrew	P	P*					
Van Kirk	P	P*					
Warshaw	P	P*					
Weldon	E	P*					
Williams	P	P*					
Zimmerman	P	P*					
Zywiec	P	P*					
Staff-Erdman	P	P*					

- IV Review Agenda: No changes

- V Visitor Recognition: Joanna McIntyre, President, Friends of the Library; Maggie Shive, Intern from Messiah College; Arn Howald, Assistant Director/Public Services Coordinator
- VI Minutes of the January 14, 2020 regular board meeting were provided. The minutes were approved unanimously as presented on a Jim Van Kirk/Alan Vandrew MOTION.
- VII Treasurer's Report (Jim Van Kirk):
- Balance Sheet and Profit & Loss YTD Actual vs. Full Year Budget Statement for the period ending March 31, 2020 were provided.
  - Jim reported that expenses were at 23% of budget and income/revenue was at 44% of budget. We were at this same level in March last year.
  - The Balance Sheet and the Profit & Loss YTD Actual vs. Full Year Budget Statement will be placed on file for audit.
- VIII Board Continuing Education: Maggie Shive, the library's intern from Messiah College who began working at the library in February, provided a report on her experience at Simpson. Maggie is an English major in her senior year at Messiah and plans to pursue a master's in library science. She wanted to have a hands-on experience at a library and asked about becoming an intern. Despite the library closure, Maggie has gain significant experience. Much of her work has been in social media including the development of spotlights on staff and volunteers. She assisted with the online auction; helped to create the handout for Tutor.com; worked with children programs; learned what each department head does. Maggie helped to develop a survey that was emailed to patrons which asked how they are using the library during the closure. There were 500 plus responses. What the patrons miss most is browsing the collection. Maggie feels it is a privilege to be working at Simpson,
- Rob Moran asked Maggie what she thought we should be doing in the next five years and where libraries should be going. Maggie is interested to see how the library becomes a community resource. She would like more focus on "twenty-somethings." The library offers a lot for children and older adults. She would like to see something similar for her age group.
- IX Friends of the Library:
- January, February, and March Friends Board meeting minutes were provided.
  - Joanna McIntyre reported on the Friends changing financial situation due to the coronavirus pandemic. With the cancellation and postponement of fundraisers, their 2020 budget needs to be revised. They have \$27,700 cash on hand. Additional income will not come in until the fall. Membership renewals are also slowed. Although the Friends hope that their contribution to the library will only be cut by one-third, if their income remans static a two-thirds cut will be required.

- Joanna was asked if the board asked for their rent to be waived. She explained that the landlord is a small businessman and facing the same financial issues.

X Correspondence: None

XI Cumberland County Library System (CCLS): Representative Jonathan Williams, term expiration 12/31/2020; Alternate Judy Souleret, term expiration 12/31/2021

- CCLS Board
  - Minutes were provided for the January and February meetings. A summary of the March meeting was provided.
  - Jonathan had nothing to report from the January meeting. He reported that Linda Noggle, Financial Specialist, resigned in February. An accounting firm will be hired to handle her accounts payable and receivable functions until the vacancy is filled. As of March, the Radio Frequency Identification (RFID) Project continues but we are not as far as we need to be. A consultant will be hired to assist in the development of a new strategic plan for CCLS.
- CCLS Finance Committee (Jonathan Williams): Jim Van Kirk asked what the impact a slowdown in tax receipts would have on funding. Jonathan said that there is no risk to this year's funding. He does not see an impact in the near term.
- CCLS Foundation (Representative Linda Willis, term expiration 12/31/2019): Jairee Counterman's 4<sup>th</sup> Quarter 2019 Fundraising Summary was provided.

XII Unfinished Business: None

XIII New Business: None

XIV Committee Report - Business and Individual Solicitation (Judy Souleret):

- Judy presented a MOTION from the committee to adopt the 2020 Fundraising Development Plan which was provided to the board. Donna Weldon suggested that a date of preparation be added to the plan and that the committee review it again considering the impact of the coronavirus closure. The board unanimously adopted the plan with the following language: The plan was originally reviewed by the Business and Individual Solicitation Committee in February 2020 prior to the closure of the library due to the coronavirus pandemic. The committee will review the plan again and make updates as needed which will be presented to the board.
- The Development Coordinator's reports for January, February, and March were provided.
- Notes from the February committee meeting were provided.
- Sue Erdman and Judy reported that the online auction will be rescheduled when the library is reopened. The total value of the 378 items donation is

\$30,190. That compares to the 437 items valued at \$37,278 in 2019. The Simpson Signature Selection solicitation was mailed March 13. Donations are being received. April 23 is the Library Giving Day.

XV Committee Report – Executive (Glen Osborn):

- Notes from the February 24, 2020 committee meeting were provided.
- The board unanimously ratified the executive committee decision to reappoint Linda Willis as Simpson’s representative on the CCLS Foundation Board for a three-year term ending December 2022.
- The board unanimously ratified the executive committee decision to reduce printing fees on the public copier from 50 cents for color copies to 25 cents for both black and white or color. Sue Erdman explained that with print station now operational, it is used for copying and printing. Twenty-five cents covers our costs
- Glen reported that the committee met several times to discuss continuity of operations including building security and finance which includes processing of donations, payment of invoices, and preparation of financial reports. A modified work schedule was developed until the Office of Commonwealth Libraries curtailed in-library work projects and then the Stay at Home order was enacted by the Governor. The committee agreed to continue paying staff during the closure. Some staff can work from home, and are doing so, while other staff do not have work that can be done from home. All staff were given a list of continuing education courses and webinars and were encouraged to take classes related to their jobs during the closure.

The committee approved the preparation and submission of the PPP, Paycheck Protection Plan loan application which was submitted through Orrstown Bank on April 6. The committee will continue to meet weekly.

XVI Committee Report – Finance (Jim Van Kirk):

- Jim presented a MOTION from committee to approve the Simpson’s Investment Policy Statement for Orrstown Bank. This is for our investment account which needs to be updated every three years. There are no changes to the allocation model which is 40% fixed and 60% equities. The initial investment was \$300,000. The board unanimously adopted the MOTION.
- Jim presented a MOTION from committee to accept the Small Business Administration (SBA) Paycheck Protection Loan (PPL) in the amount of \$107,900 through Orrstown Bank. This loan will support us for six payrolls. We expect it will all be used for payroll related items. There were questions about fees for the loan and whether we would need to pay those fees. Jim and Cindy Mortzfeldt explained that there is likely to be a one percent fee if all the money is not used and that we would have to apply for loan forgiveness. The board unanimously adopted the MOTION.

XVII Committee Report – Governance (Cindy Mortzfeldt):

- The 2020 board retreat evaluation summary was provided. Cindy thanked the trustees for completing the survey.
- January and February meeting summaries were provided. The committee focus was planning for the March retreat.

XVIII Committee Report – Operations (Leah Roshetar):

- February meeting notes were provided.
- Leah presented a MOTION from committee to adopt the Strategic Partnerships Policy dated February 4, 2020. The plan fulfills a strategic plan goal. The board unanimously adopted the MOTION.

XIX Committee Report – Program Evaluation (Patty Sanker):

- February meeting notes were provided.
- Patty reported that the committee reviewed program related technology currently in use. Since the last review in 2016, ten significant technology improvements have been made. A listing of the technologies is included in the meeting notes.
- Two Children’s Programmers were hired. Becca Darhower started in February. Denine Shifflett was scheduled to start on April 13. Patty thanked Linda Stoner, a retired Children’s Programmer, for substituting in one of the vacancies.

XX Committee Report – Property (Earnie Zimmerman):

- Earnie presented a MOTION to adopt the third draft of the Simpson Library Business Continuity Plan dated February 3, 2020 which was provided. Sue Erdman feels the plan is a good start but will need to be reviewed after we are out of our current emergency. Donna Weldon suggested that the priority level of events such as health emergency and loss of essential members and access to workplace needs to be raised. After discussion, the plan was returned to the committee for further review. Leah Roshetar who has developed continuity plans volunteered to assist the committee in its review.

XXI Committee Report – Public Relations and Marketing (Marilyn Zweic):

- January, February, and March meeting notes were provided.
- Marilyn reported that the first set of yard signs were set up but have been removed due to the library closure. The committee will begin consideration of a marketing policy at its May meeting. Judy Souleret thanked Marilyn for working so hard to get the best pricing for the yard signs. The committee reviewed six quotes.

XXII Strategic Plan – No Report

XXIII Cultural Competency – No Report

XXIV Executive Director’s Report (Sue Erdman):

- January through March 2020 Executive Director’s Report was provided.

- Sue reported that the LED lighting project was completed. She took advantage of the closure to have over 1,000 LED light bulbs installed. The project went faster and was safer to complete without having to work around the staff and public. Sue expects to see cost savings and receive a rebate from PPL for moving to energy efficient lighting. Sue thanked Earnie Zimmerman for his help with this project.
- The staff vacancies have been filled.
- Sue had been able to keep up with processing the mail; however, in recent days delivery has been sporadic. Earnie had a similar problem but the regular postal worker is back on the job.
- Patty Sanker asked about the Radio Frequency Identification (RFID) project and if the tagging stations are available. If so, could we begin tagging items during the closure? Sue will check to see if the equipment is available.
- Judy Souleret asked if there was information, Sue learned during the exit interviews which could be helpful to the board. Sue explained that the bookkeeper left for family reasons; one programmer left to take a job that paid a lot more; and the second programmer was moving back to York.

XXV Sharing for the Good of the Order:

- Sue Erdman is scheduled for surgery on April 29 at the Hershey Medical Center.
- Patty Sanker asked about rescheduling the online auction when the library is reopened and communication with donors. Sue explained that we will have to go through items and check for gift certification that have expired. Solicitors received an email asking that they contact their donors to let them know that the auction was postponed.

XXVI Glen Osborn adjourned the meeting at 8:02 pm.

Respectfully submitted,

Judy K. Souleret  
Secretary