

JOSEPH T. SIMPSON PUBLIC LIBRARY
REGULAR MEETING January 14, 2020 at 7:00 pm
Meeting Room B on Lower Level

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 (1st term)
 Leah Roshetar (1st term)
 Jim Van Kirk (2nd term)
 Earnie Zimmerman (3rd/last term)

Term exp. Jan. 2022

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

Term exp. Jan. 2023

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

MINUTES

Call to Order: Glen Osborn called the meeting to order at 7:16 pm.

I Roll Call: X = Present, E = Excused, A = Absent, * = Participated by electronic means

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

II Review Agenda: No changes

III Election of Officers: On a recommendation from the governance committee, Cindy Mortzfeldt nominated the following candidates for 2019 officers for a one-year term expiring January 2021: President Glen Osborn, Vice President Cindy Mortzfeldt, Secretary Judy Souleret, Treasurer Jim Van Kirk, Assistant Secretary

Marilyn Zywiec, Assistant Treasurer Jonathan Williams. The MOTION passed unanimously

- IV Visitor Recognition: Friends Board Representative Michael Kinney
- V Minutes of the November 26, 2019 board meeting were provided. The minutes were approved unanimously as presented on a Jim Van Kirk/Jonathan Williams MOTION.
- VI Treasurer's Report (Jim Van Kirk): The following report was presented at the Annual meeting.
- Balance Sheet, Profit & Loss YTD Actual vs. Full Year Budget Statement, and Detailed Profit & Loss YTD Actual vs. Full Year Budget Statement for period ending December 31, 2019 were provided.
 - Jim reported that revenues were \$69,475 over budget and expenses were \$1,042 over budget. The pre-audit ending balance was \$68,433. The TFEC endowment balance as of November 30 was \$313,391.19 and the book endowment was \$22,518.92. The Orrstown Operating Reserve as of December 31 was \$358,833.92. The account started at \$300,000.
 - The Balance Sheet and the Profit & Loss YTD Actual vs. Full Year Budget will be placed on file for audit.
- VII Friends of the Library report was given by Mike Kinney. Forms for the February 6 Dine-Out at HOSS'S were distributed. The February Book Sale will be held on February 7 – 9. The Friends' first fundraiser this year will be a Spring Musical Showcase featuring songs performed by six local high schools. The Showcase will be held at the Mechanicsburg Brethren in Christ Church which has 300 seats. Tickets can be purchased at the library or online. Tickets cost \$5 in advance and \$7 at the door. There are volunteer opportunities at the event.
- Sue explained the packets that were distributed to each trustee. The first includes two signs for every Friends Dine-Out, Book Sale and fundraising event. Trustees are asked to help with advertising by posting the signs in their neighborhoods.
- The second packet includes instructions and materials for soliciting donations for the Online Auction. Sue passed out listings of businesses that need to be solicited for donations. Trustees were asked to sign up to solicit businesses. If there are businesses trustees would like to solicit that are not on the listing, they should contact Karen Cochran before contacting the business so that we do not have duplicate solicitations.
- Jim noted that the Online Auction was the event that raised the most money last year.
- VIII Correspondence: We are sending a letter to CCLS thanking Jariee Counterman for her assistance in the development area and for her work to secure two English language grants for Simpson.

- IX Cumberland County Library System (CCLS): Representative Jonathan Williams, term expiration 12/31/2020; Alternate Judy Souleret, term expiration 12/31/2021):
- CCLS board meeting summary for December was provided.
 - Jonathan reported on the CCLS new strategic plan. Next step is interviewing the RFP respondents for consultant services to develop the new plan.
 - Contractor for the RIFD project will be mkSolutions.
 - CCLS Finance Committee (Jonathan Williams): No report
 - CCLSF Foundation (Representative Linda Willis, term expiration 12/31/2019): No report
- X Unfinished Business: None
- XI New Business:
Conflict of Interest Disclosure and Commitment to Serve forms were distributed to the board members for completion.
- Board and committee rosters, the committee meeting schedule and board calendar were provided.
- XII Committee Report - Business Solicitations (Judy Souleret): Sue reported that the new Pillar Sponsor program that Dawna Trump started already has \$20,000 committed. Each sponsorship is \$4,000.
- XIII Committee Report - Executive (Glen Osborn):
- December 18, 2019 meeting notes were provided.
 - Executive Director's 2019 year-end and 2020 work plans were provided.
- XIV Committee Report – Finance (Jim Van Kirk): No report
- XV Committee Report - Governance (Cindy Mortzfeldt):
- Meeting notes for December 18, 2019 were provided.
 - Cindy reported that the committee will be working on the March board retreat agenda and reviewing the assessment surveys results.
- XVI Committee Report - Operations (Leah Roshetar): No report
- XVII Committee Report - Program Evaluation (Patty Sanker): No report
- XVIII Committee Report - Property (Earnie Zimmerman): No report
- XIX Committee Report - Public Relations (Marilyn Zywiec):
- Meeting notes for January 7 were provided.

- Marilyn reported that with more traffic due to Tumbling Out, the committee plans to advertise on the library property. Three signs will be placed on the property for a month then down for a month.

XX Strategic Plan (Cindy Mortzfeldt): Progress on the strategic plan was discussed at the Annual Meeting.

XXI Cultural Competency: No report

XXII Executive Director's Report (Sue Erdman):

- Executive Director's Report for November and December 2019 was provided.
- Sue reported that an account was opened with First Nonprofit to administer our unemployment compensation program. This will save \$1,600 per year. The library has paid over \$100,000 into the state system and has received no benefit. First Nonprofit's program works like a saving account.
- A meeting with the library consultant was held on January 9. Sue felt it was a good meeting and thanked the new trustees for attending. The consultant's report is due at the end of February. We will discuss the report at the board retreat.
- An intern from Messiah College will start work at the library next month.
- Cecilia Coronado was hired as the new facilities manager. She has been trained by Don Karns

XXIII Sharing for the Good of the Order: None

XXIV Glen Osborn adjourned the meeting at 7:40 pm.

Respectfully submitted,

Judy K. Souleret
Secretary