

**JOSEPH T. SIMPSON PUBLIC LIBRARY
REGULAR MEETING June 9, 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 (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

The meeting was held using Zoom video conferencing software.

- I Call to Order: Glen Osborn called the meeting to order at 7:00 pm.
- II Roll Call: X = Present, E = Excused, A = Absent, * = Participated by electronic means

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

- III Review Agenda: No changes

- IV Visitor Recognition: Emily Griffith, Friends Board Representative
- V Minutes of the May 12, 2020 board meeting were provided. The minutes were approved unanimously on a Jim Van Kirk/Leah Roshetar MOTION.
- VI Treasurer's Report (Jim Van Kirk):
- Balance Sheet and Profit & Loss YTD Actual vs. Full Year Budget Statement for May 2020 were provided.
 - Jim reported that the higher than normal income percentage (61% and 62%) the last two months is due to the Small Business Administration (SBA) Paycheck Protection Loan (PPL) of \$107,900 being included and the increased county reimbursement. Expenses are at 35% and that is normal for this time of the year.
 - The Balance Sheet and the Profit & Loss YTD Actual vs. Full Year Budget Statement will be placed on file for audit.
- VII Board Continuing Education: None
- VIII Friends of the Library:
- Draft minutes for the June board meeting were provided.
 - Emily Griffith reported that the board met on Monday. Book sorting restarted and there is a large amount of donations to go through. The mini book sale will restart when the library opens. Membership is down and the board discussed ways to reach out to those who have not renewed their membership.
 - Glen shared that a person he met with spoke very highly of the High School Musical Review and hopes that the event will be held again.
- IX Correspondence:
- Cheryl Hobbs, our volunteer coordinator, thanked the board for continuing to pay the staff throughout the library closure. She said it was appreciated "more than words can convey."
 - Karen Cochran, past board member and president, thanked the board for the "extremely kind resolution" she was presented and the books that were added to the library collection in her name.
- X Cumberland County Library System (CCLS) Representative Jonathan Williams, term expiration 12/31/2020; Alternate Judy Souleret, term expiration 12/31/2021:
- CCLS Board: Draft minutes for the May board meeting were provided. Jonathan had nothing to report. The next board meeting is Monday, June 15.
 - CCLS Finance Committee (Jonathan Williams): Draft minutes for the June 3 committee meeting were provided. Jonathan reported the library directors recommended that the system board exclude 2020 statistics from the 2022, 2023 and 2024 formulas. The formula would continue to use an average of three previous years, EXCLUDING 2020. The committee unanimously voted to make a recommendation to the CCLS Board to exclude 2020 statistics

from all future Fund Allocation calculations.

- CCLS Foundation (Representative Linda Willis, term expiration 12/31/2023): Sue reported that a meeting was held on June 8 at which time the 2020 Foundation budget was approved; officers for 2020 were elected; and distribution of EITC funds to the system libraries for the Summer Learning Program were approved.

XI Unfinished Business: None

XII New Business: Sue Erdman reported that a comprehensive compilation of all PA library related laws is now available through Commonwealth Libraries. A copy of the publication has been added to Boardable under Commonwealth Libraries documents. Only PA laws are included. A compilation of all library regulations will come later.

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

- The Development Coordinator's Activity Report for May was provided.
- Judy reported that the committee will meet on June 18. The agenda includes:
 - review the development plan and report back to the board regarding any needed updates.
 - reschedule the online auction.
 - decide whether Run for Reading, which is scheduled for August 8, will be a virtual or in-person race. Trustees were asked to mark their calendars for that date since many volunteers will be needed.
- Adopt a Summer Learner continues to receive contributions.

XIV Committee Report – Executive (Glen Osborn):

- Simpson's reopening plan was provided. Glen reported that the committee continued to meet weekly to review plans for curbside service and reopening. The committee approved opening for patrons on June 11.
- Sue showed pictures of the large number of holds and returns to be processed. The staff got through the worst of the volume. The holds and returns are much more manageable now and staff can keep up. Returns are quarantined three days before being processed. Sue will be reviewing the reopening plan and procedures with staff tomorrow. Sue does not believe we will have a flood of patrons on reopening day.
- Trustees asked questions about mask requirements; how staff will handle patrons who do not wear a mask; and expectations for children. Sue explained that we will be following the governor's recommendations. People entering the building are expected to wear a mask. They will have the opportunity to tell us if there is a medical issue which precludes them from wearing a mask. Staff can ask a person not wearing a mask to leave the building. If they do not cooperate, the police can be called.

Sue noted that we will need to be more flexible with children. If they are under two years of age, masks are not required. Since there are no children's

programs and no toys or games for in-library use, Sue expects parents and children will browse for books, check them out, and leave. The computer session has been reduced from three hours to one hour.

Leah noted that there was no mention of gloves in the reopening materials. She suggested that Sue let the staff know that gloves give a false sense of safety. As soon as one thing is touched, they are dirty. If a staff member decides to wear gloves, they must be very careful.

XV Committee Report – Finance (Jim Van Kirk):

- Sue reported that materials were provided to the auditor in late May to begin the preliminary work on the 2019 audit.
- Sue reported the state budget for July-November 2020 was signed by Governor Wolf. This five-month budget provides level funding for state aid to public libraries. A budget for December 2020 through June 2021 still needs to be developed and approved. That will probably occur in October/November.

XVI Committee Report – Governance (Cindy Mortzfeldt):

- May 20 meeting notes were provided.
- Cindy reported that the committee will develop a Diversity, Equity, and Inclusion plan. They began the process by looking at information from the 2018 Cultural Competency Task Force. The staff and board surveys that were administered in 2017 and 2018 will be reviewed at the committee's June meeting.

XVII Committee Report – Operations (Leah Roshetar): Leah reported that today's meeting was cancelled. Sue and Leah will meet to revise the committee's work plan for the remainder of the year.

XVIII Committee Report – Program Evaluation (Patty Sanker):

- May 21 program meeting summary was provided.
- Patty reported that Riley Johnson, our Young Adult Coordinator, provided an overview of the various programs offered in the Teen Programs. Riley was hired in September of 2019 and was off to a great start but then it all came to a stop with covid-19. Teen programs are separated into two groups: regular programs and stand-alone programs. Dungeons and Dragons, Fifth Friday, and Teen Game Night are regular programs. Stand-alone programs are designed to offer a different theme every month.

The committee made the following suggestions to Riley:

- Start a Teen Book Club.
- Schedule meetings with the St. Joseph's, MASD and CVSD librarians to introduce Riley to the librarians; provide an overview of Simpson's Teen Programs; ask the librarians what programming would interest teens; and ask how to regularly publish and

disseminate information on Simpson's Teen Program offerings on the school or District's websites.

- Check with the Director of the Mechanicsburg Recreation and Park's Department to consider including information on the Simpson Teen Program offerings in the Recreation and Parks regular news.
- The next meeting of the committee will be in the fall to evaluate children's programming.

XIX Committee Report – Property (Earnie Zimmerman):

- Jim reported that the committee met on June 3. Reopening the library was discussed and what supplies would be needed and the cleaning schedule.
- Radon testing was completed recently, and the results were favorable. It will be tested again and if the results are favorable, more mitigation might not be needed.
- Installation of air purifiers was considered. They will not kill a virus and would be very expensive to place on all our HVAC equipment. The system would need to run 24/7 which would increase maintenance costs. It was decided not to move forward with air purifiers.
- The 2020 maintenance plan was reviewed and updated.

XX Committee Report – Public Relations and Marketing (Marilyn Zywiec):

- May 5 meeting notes were provided.
- Marilyn reported that the committee met on June 2 and continued work on the marketing policy.

XXI Strategic Plan: No report

XXII Cultural Competency: No report

XXIII Executive Director's Report (Sue Erdman):

- May 2020 Executive Director's report was provided
- Sue asked if we should keep the Community Aid Bin. She provided a picture of the overflowing bin and the large number of items, including a chest of drawers, that are strewn on the lawn. We received \$766 in 2019 from Community Aid. In the last 10 days to two weeks, Sue contacted Community Aid twice and asked that the bin be emptied, and items removed from the lawn. Due to a shortage of drivers they are unable to do so. This is not the first time there has been a full bin and items on the lawn. In the past when Sue called, Community Aid responded in a day or two.

After a discussion it was decided not to ask Community Aid to permanently remove the bin at this time. Throughout the community, all the bins are full. It is an unprecedented situation. Even if we asked them to permanently remove the bin, they would be unable to do so.

- Sue reported that contactless holds pick up started on June 1. Arn Howald and Ilse Kryemadhi worked on this project. It was very busy the first day when 202 people used the service but dropped off after the first few days. It was a time-consuming process but was beneficial in moving a lot of holds out of the building as we have more books to shelf currently than we have space for. The contactless service ends tomorrow.
- Sue shared the results of Cheryl Hobbs' survey of our volunteers. Twenty-five are ready to begin working at the library now. Twenty-five plan on returning to the library when Cumberland County moves to the green phase. Ten are not planning to return to the library currently. Sue explained that we will not bring back the volunteers immediately. She will wait until we see what our needs are.
- Results of the June adult programming survey were provided. Joelene Diana conducted a survey which asked if the public was ready to come back to in-person adult programs. Seventy-six percent replied yes. Twenty-three would like to continue online programs. There were lots of suggestions for outdoor programs. We can resume in person programs on Friday but are not ready to do so.
- Children's programming is considering outdoor story times at parks. Adult programming will continue programming via Zoom for now. In the future, they may offer both. Sue purchased two additional hosts licenses for Zoom. 3rd Element will conduct a training session on Zoom this Friday.

XXIV Sharing for the Good of the Order: Glen and other trustees expressed their good wishes for Sue's health to continue to improve.

XXV Glen adjourned the meeting at 7:52 pm.

Respectfully submitted,

Judy K. Souleret
Secretary