

**JOSEPH T. SIMPSON PUBLIC LIBRARY**  
**REGULAR MEETING September 8, 2020 at 7:00 pm**  
**Lower Level Meeting Room B and 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 Call to Order: Cindy Mortzfeldt 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   | P    |     |     |
| Mortzfeldt   | P   | P*  | P*  | P*  | P*   |     |     |
| Osborn       | P   | P*  | P*  | P*  | E    |     |     |
| Roshetar     | P   | P*  | P*  | P*  | A    |     |     |
| Sanker       | P   | P*  | P*  | P*  | P*   |     |     |
| Souleret     | P   | P*  | P*  | P*  | P    |     |     |
| Standley     | E   | P*  | P*  | P*  | P*   |     |     |
| Vandrew      | P   | P*  | P*  | P*  | P*   |     |     |
| Van Kirk     | P   | P*  | P*  | P*  | P    |     |     |
| Warshaw      | P   | P*  | P*  | P*  | P*   |     |     |
| Weldon       | E   | P*  | P*  | P*  | P*   |     |     |
| Williams     | P   | P*  | P*  | P*  | P*   |     |     |
| Zimmerman    | P   | P*  | P*  | E   | P*   |     |     |
| Zywiec       | P   | P*  | P*  | P*  | P*   |     |     |
| Staff-Erdman | P   | P*  | P*  | P*  | P    |     |     |

- III Review Agenda: No changes

- IV Visitor Recognition: None

- V Minutes of the June 9, 2020 board meeting were provided. The minutes were approved unanimously on a Jim Van Kirk /Jonathan Williams MOTION.
- VI Treasurer's Report (Jim Van Kirk):
- Balance Sheet and Profit & Loss YTD Actual vs. Full Year Budget Statement for August 2020 were provided. Jim reported that the August statements show revenues at 88% of the budget due to the inclusion of the \$107,900 PPP loan. Without the loan included, revenues are at 77% of budget. We should be a 66% at this time of the year. Expenditures are at 55% of the budget. Again, we should be at 66%.
  - Cindy asked if there was any update on the PPL Loan. Jim explained that we are receiving weekly updates from Orrstown Bank. The loan forgiveness process has begun. We will receive a pre-filled out application from Orrstown. We were able to use all the loan for payroll. Jim believes automatic loan forgiveness legislation is unlikely.
  - Jim reported that Cumberland County received \$23 million under the CARES Act. Three of the four projects Simpson submitted were fully funded. We will receive grant money for personal protective equipment expenses, carpet cleaning and sanitizing by Bailey Coach. A second grant will cover the cost to retrofit our existing HVAC units and ductless splits systems with ultraviolet lights. The third grant will be used to purchase a sprayer fogger machine and cleaning solution. We will need to provide receipts to receive reimbursement.
  - Sue Erdman reported that we received \$7,000 from Pa Humanity Council for programming. The money can be used to pay salaries.
  - 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:
- June 2020 Friends Meeting Minutes were provided.
  - Sue reported that the Friends' income will be down significantly this year and 2021. Sue will use the lower stipend from the Friends in the 2021 budget. A \$43,000 contribution was budgeted this year. She will budget \$30,000 for 2021. Sue will propose that the Friends consider more than 3 sales per year and pay sales tax.
- IX Correspondence: None
- X Cumberland County Library System (CCLS) Representative Jonathan Williams, term expiration 12/31/2020; Alternate Judy Souleret, term expiration 12/31/2021:
- A Jim Van Kirk /Judy Souleret motion to nominate Jonathan Williams as Simpson's representative to the CCLS Board for a term beginning January 1, 2021 was unanimously adopted by the board,

- CCLS Board: Draft minutes for the June and July board meetings were provided. The August 2020 board meeting was cancelled.
- CCLS Finance Committee (Jonathan Williams): Draft minutes for the June 3, June 22, and August 31 committee meetings were provided.
  - Jonathan reported that the finance committee recommendation to remove 2020 statistics from the 2022, 2023, and 2024 funding formula was unanimously adopted by the board at its June meeting. On a four to two vote, the board selected PANO as the strategy planning partner. Jonathan voted no. He preferred the competing vendor.
  - Sue reminded the board that libraries were not fully funded in the state budget which was adopted this spring. The PA Library Association is working for full funding of libraries in the budget to be consider in September-October. They are providing training on September 21 for contacting our representatives Dawn Keefer and Sheryl DeLozer during virtual legislative days. Sue noted that maintaining level funding this year for would a true victory.
- CCLS Foundation (Representative Linda Willis, term expiration 12/31/2023): Draft meeting notes for March and June 2020 were provided.

XI Unfinished Business: None

XII New Business: None

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

- The Development Coordinator's Activity Reports for June, July, and August were provided.
- June 18 meeting minutes were provided.
- Judy reported that committee chair Karen Cochran said that we are not out of the woods, but things are not quite as doom and gloom as we may have expected. Our budgeted fundraising amount is \$111,400 and we are at 56%. We still have the online auction, bowling for books and annual appeal monies to come in. If you look at the total fundraising budget which includes fundraising, donations and grants we are doing well. As of August 30, we are at 81% of the budgeted amount. \$130,800 was budgeted and we have received \$105,381. They best way for you to help fundraising is to promote the online auction with your friends and families and bid early and often! The preview is from September 21-25 and the bidding is from September 27 – October 4.

XIV Committee Report – Executive (Glen Osborn):

- Cindy reported that the Executive Director's Work Plan, which was provided, was reviewed by the committee on June 17.

XV Committee Report – Finance (Jim Van Kirk):

- Jim reported that the committee met earlier today. They are working on updating the investment policy and determined the payroll salary figure Sue will work with to prepare the 2021 budget. The committee also reviewed the PPP loan and other funding such as the CARES Act projects.

XVI Committee Report – Governance (Cindy Mortzfeldt):

- June 17 meeting notes were provided.
- Cindy reported that the slate of board members and officers for 2021 will be presented at October board meeting. If any board members are interested in serving as an officer in 2021, they should contact Cindy or Sue.
- August 4 Board Retreat summary, chat log, and evaluation responses were provided.
- 2020 Skills Matrix for the Board of Trustees was provided. A MOTION from committee to adopt the Skills Matrix dated September 3, 2020 was unanimously adopted by the board.
- Cindy reported that the committee is working on a diversity, equity, and inclusion plan. Donna Weldon has written a draft which the committee will consider at their September 16 meeting. Review of the board member handbook and job description and the bylaw are on the agenda.

XVII Committee Report – Operations (Leah Roshetar):

- August 11 meeting notes were provided.
- A draft Bulling Policy for the Public was provided.
- A MOTION from committee to adopt the Anti-Bulling Policy for the Public dated August 31, 2020 was made. Sue explained that the anti-bulling policy is a requirement of one of our insurers. The library and CCLS have a behavior policy but it does not address bulling. Sue noted that the library currently does not have any issues with bulling. After discussion, the policy was returned to the committee with the following questions and comments:
  - Should there be a consequence for bulling such as loss of library privileges?
  - It was suggested that an introduction be added to the policy stating that it is consistent with our policies.
  - How will the public learn about the policy? Will it be posted in the library, on the website, or handed out with checkouts?
  - Will the insurance company need to approve the policy? It was suggested that the policy be sent to the insurance company and ask if any changes need to be made.
  - Should we have people read and sign off on the policy? We currently do not do that for other policies.
- Sue asked that trustees complete the Evaluation Survey for the Executive Director by September 25, 2020. An email containing a link to the survey was sent to the trustees on September 7. A blank copy of the evaluation form was also provided.

XVIII Committee Report – Program Evaluation (Patty Sanker):

- Patty reported that Children’s Programs will be the topic at the next meeting scheduled for October 15.
- Young Adult Programmer Riley Johnson submitted her resignation in August. Children’s department programmer Denine Nealon is excited to take on teen programming.
- A proposed organizational chart was provided. It would change the Children’s Services Coordinator title to Youth Services and move the Young Adult programmer from reporting to the Executive Director to the Youth Services Coordinator. The revised organizational chart was unanimously adopted on a Patty Sanker/Marilyn Zywiec MOTION.
- Bob Moran asked if anyone is looking at other positions to see if changes are needed due to online programming.

XIX Committee Report – Property (Earnie Zimmerman):

- June 3 meeting notes were provided.
- Earnie reported that the committee did not have a July meeting but met on August 5. The committee discussed the four projects that were submitted for Cumberland County CARES Act funding.
- Earnie acknowledged the good job Sue has done throughout this difficult period.
- Sue reported that the annual development day was cancelled. She is planning a modified schedule for Monday, September 28 and invited the fire police to conduct staff training. The three to four-hour session will include a fire drill and training on the use of fire extinguishers. Sue expects the library to open at 3:00 pm.

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

- June, July, and August meeting notes were provided.
- Marilyn reported that the committee met last Tuesday, September 1 and that the online auction was the main item discussed. Trustees should put up the signs that were provided. Selected items are in the entrance display case. The preview begins September 21<sup>st</sup>.
- Patty suggested that retired trustees who have access to their former organizations ask to have an email sent to the employees about the online auction. An electronic version of the poster is available.
- Marilyn said that the committee is considering a beautification and community involvement project. The area around the Jersey barriers at the end of the parking will be cleaned up and the barriers painted. The owner, John Gross, has given permission to paint the barriers. The first year the goal will be community awareness vs. fundraising. The summer learning program entitled Tails vs. Tales will be the theme. A contest for high school art departments was suggested. The designs will need to be approved. It was suggested that we consider using the barriers for fundraising in the future. The owner of the barriers has only given us permission to paint them at this time. The safety of

the painters was raised as a concern. Marilyn noted that the committee has not consider that issue but will discuss it at their next meeting.

XXI Strategic Plan: Cindy reminded the committee chairs to review their action items on the plan.

XXII Cultural Competency: No report

XXIII Executive Director's Report (Sue Erdman): Sue highlighted the following items from her June, July, and August director's report which was provided.

- Our previous bookkeeper, Ashleigh Allen returned to work remotely. After an unsuccessful period of advertising for a replacement, Sue reached out to Ashleigh and proposed a return to the library with a shift to remote work for most of her tasks. She is in the office one night a week to print checks and file paperwork.
- As discussed earlier our young adult programmer resigned and a children's programmer will take on the teen programming.
- Work on the Cumberland County Library System mobile application continues. Mockups of the application which were provided look good. Arn Howald and Ilse Kryemadhi from Simpson are serving on the CCLS application team. The application will be submitted to the Android/Apple store for approval. It is anticipated that the application will be up and running by December 31, 2020.
- We have purchased EK Rooms software to manage our meeting room reservations. Even though the problem with Outlook software has been fixed our preference is to go with EK Rooms. This is a product of EventKeeper which we are using for program registration. By the end of the month we will be ready to turn on the feature where the public can make their own room reservations which are then subject to staff approval.
- It has been three months since the library reopened and overall things are going well. Biggest issues have been masks and quarantining of the books. The staff has remained healthy and we continue to do more cleaning. We plan on more in-person programs this fall.
- Sue participated in several virtual continuing education programs including:
  - A Pennsylvania Association of Nonprofits Organizations program that gave an opportunity to for participant to share leadership and management concerns in a pandemic world.
  - Pennsylvania Library Association open forum calls where librarians from across the state talked about reopening plans, how things are going for those that have reopened, and sharing ideas and suggestions.
  - Pennsylvania Library Association's Leading Through Challenges course.
- A comparison of 2019 and 2020 summer daily checkouts was provided. In 2019 the daily average was 1,013. In 2020 the daily average was 723. Checkouts are 70% of what they were last year. Sue asked Arn Howald to

look at the Sunday checkout statistics. With a tight budget for 2021, should we consider eliminating Sunday hours for the new year?

- CCLS received the tags for the Radio Frequency Identification Project. Training sessions for the three libraries which volunteered to go first will begin shortly. It will provide training on the tagging station. We are getting a manual vs. an automated station. The contract provides for the manual station, The RFID committee has not met to determine where the tags will be placed.
- Patty asked that we look at the CCLS Mobile application again. She noted that there are multiple states with a Cumberland County and that we need to identify that we are in Pennsylvania. Sue explained that there were long discussions on the name of the application and the need to include Pennsylvania in the name. Library to Go was chosen.
- Judy asked if the committee to consider a library expansion was formed. Sue said it has not been formed and that interested people should email her.

XXIV Sharing for the Good of the Order:

- Cindy thanked Sue for her leadership through this difficult period.
- The next meeting is the 3<sup>rd</sup> Tuesday of the month which is October 20.

XXV Cindy adjourned the meeting at 8:08 pm.

Respectfully submitted,

Judy K. Souleret  
Secretary