

JOSEPH T. SIMPSON PUBLIC LIBRARY
REGULAR MEETING October 20, 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 (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

- I Call to Order: Glen Osborn called the Executive Session to discuss the executive director's 2020 performance to order at 7:06 pm.
- The Executive Session adjourned at 7:36 pm.
- II Glen called the regular board meeting to order at 7:37 pm.
- III 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	P*	
Mortzfeldt	P	P*	P*	P*	P*	E	
Osborn	P	P*	P*	P*	E	P	
Roshetar	P	P*	P*	P*	A	P*	
Sanker	P	P*	P*	P*	P*	P*	
Souleret	P	P*	P*	P*	P	P	
Standley	E	P*	P*	P*	P*	P*	
Vandrew	P	P*	P*	P*	P*	P*	
Van Kirk	P	P*	P*	P*	P	P	
Warshaw	P	P*	P*	P*	P*	P*	
Weldon	E	P*	P*	P*	P*	P*	

Williams	P	P*	P*	P*	P*	P	
Zimmerman	P	P*	P*	E	P*	E	
Zywiec	P	P*	P*	P*	P*	P*	
Staff-Erdman	P	P*	P*	P*	P	P	

- IV Review Agenda: No changes
- V Visitor Recognition: Heather Knisely, Leadership Cumberland Fellow and Friends board representative Lisa Christopher
- VI Minutes of the September 2020 board meeting were provided. The minutes were approved unanimously on a Jim Van Kirk/Jonathan Williams MOTION.
- VII Treasurer’s Report (Jim Van Kirk):
 - Balance Sheet and Profit & Loss YTD Actual vs. Full Year Budget Statement for September 2020 were provided. Jim reported that we continue to be ahead on revenue which is at 83% of the budgeted amount. We should be a 75% at this time of the year. Expenditure are at 62% of the budgeted amount. Again, we should be at 75%.
 - The Balance Sheet and the Profit & Loss YTD Actual vs. Full Year Budget Statement will be placed on file for audit.
- VIII Friends of the Library:
 - September 2020 Friends Meeting Minutes were provided.
 - Lisa Christopher reported that the October book sale will be held this weekend. Masks will be required and there will be plenty of hand sanitizer. Only 20 people will be allowed to shop at one time. The one-day sale in August for members raised \$1,800. They are hoping to do much better at the three-day sale. Fundraising next year will include a couple of evening performances at the Little Theatre of Mechanicsburg. A spring high school musical review is undecided at this time.
- IX Correspondence:
 - The board received a letter of thanks from the Online Auction Committee chairpersons for the trustees’ donation of eight wine baskets which raised \$725 for the event.
 - On behalf of the board, Glen sent a letter to Carolyn Blatchley, CCLS Executive Director, expressing thanks to Jairee Counterman for her assistance recently in securing a \$10,000 grant for Simpson Public Library from the Mechanicsburg Area Community Foundation.
- X Cumberland County Library System (CCLS) Representative Jonathan Williams, term expiration 12/31/2020; Alternate Judy Souleret, term expiration 12/31/2021:

- CCLS Board:
 - September board meeting summary was provided.
 - Jonathan reported that the board met on Monday, October 19 but had nothing of note to report. Per a request from the library directors the system board approved a motion to continue the suspension of the zero-fine policy at its September meeting. The suspension allows patrons to have fines up to \$25 and still use their account. The directors would like the temporary suspension to continue until the requirement to quarantine library materials is lifted.
- CCLS Finance Committee (Jonathan Williams): No report
- CCLS Foundation (Representative Linda Willis, term expiration 12/31/2023): No report

XI Unfinished Business: None

XII New Business:

- Glen welcomed our new Leadership Cumberland Fellow Heather Knisely. Heather's resume was provided. She thanked the board for the opportunity to work with and learn from them. Heather is an Orrstown development person.
- Updated board roster dated October 2020 was provided.
- Board Resolution for Waiver of State Standards for 2020. Glen stated that we will likely not meet our annual hours open requirement (45 hours per week) since we were closed for 12 weeks. The waiver resolution is expected to be a formality as most libraries will fall short of the hour's requirement due to the state mandated closure. The resolution requires board approval and the signature of the president and secretary. On a Jim Van Kirk/Leah Roshetar MOTION the board unanimously adopted the resolution.
- Sue Erdman reported that the municipal visits are scheduled. Sue, Cindy, and Judy will be attending.

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

- October meeting notes were provided.
- Judy reported that there will be approximately \$14,000 in final income for the online auction. We are still working on final expenses. Auction dates for 2021 will be determined at the wrap up meeting on Monday, October 26.
- Two major fundraisers remain. Bowling for Books is scheduled for November 7 at Trindle Bowl. If you have a church youth group, or a boys or girls scout troop, book club or golf foursome who might want to bowl, Judy urged trustees to contact Dawna Trump and get their team signed up. The annual appeal mailing which is scheduled to go out between November 4-11 is the final fundraiser of the year.

XIV Committee Report – Executive (Glen Osborn): Next meeting December 16

- XV Committee Report – Finance (Jim Van Kirk): Jim reported on today’s committee meeting with the auditor Scot Christ. The audit is usually completed in May but delayed this year due to COVID. As in past years, no issues were found. The management report is what we expected. The final draft of the audit will be distributed to the board and reviewed at the November meeting.
- XVI Committee Report – Governance (Cindy Mortzfeldt):
- Link to an article by Joan Garry entitled 10 Truths Every Board Member Should Know was provided.
 - September meeting notes were provided.
 - A MOTION from committee was made to adopt revisions to the bylaws dated October 15, 2019. The proposed revisions were emailed to the trustees on October 9, 2020. The board unanimously adopted the MOTION.
- XVII Committee Report – Operations (Leah Roshetar): Leah reported that the committee met today and reviewed anti-bully policies for patrons and staff which will be presented to the board in November.
- XVIII Committee Report – Program Evaluation (Patty Sanker):
- Danette Swartley’s October 2020 children’s program evaluation report was provided.
 - Patty reported that the committee conducted a zoom meeting on October 15 with Danette and members of the children’s programming staff. The staff worked very hard and creatively to provide as many programs as possible through a variety of platforms to reach the most families. Programs were provided via Zoom and in-person at local parks and in the library. Donna Weldon added that the staff showed enthusiasm, creativity, imagination, and the ability to adapted.
 - One final meeting will be held in November to evaluate adult programming.
- XIX Committee Report – Property (Earnie Zimmerman): No report
- XX Committee Report – Public Relations and Marketing (Marilyn Zywiec):
- October meeting notes were provided.
 - Marilyn reported that the committee reviewed the online auction promotion. Plans for painting the jersey barriers are progressing. The goal is to have them in place by June of next year.
 - Marilyn reminded the board that it would be helpful if the trustees would react to the social media postings of upcoming events.
- XXI Strategic Plan: No report
- XXII Cultural Competency: Rob Moran lead the training session at the September staff meeting. He commented that we have a remarkably dedicated staff. “How are we doing?” was the topic of the training. Staff were asked to look at the

library as though they were new to the library. This was the beginning of a conversation which will take place over time.

XXIII Executive Director's Report (Sue Erdman): Sue highlighted the following items from her September director's report which was provided.

- The annual Staff Development Day held by the Cumberland County Library System was cancelled this year due to the pandemic. We chose to have a modified training on our own and closed the library from 10 am to 2 pm on Monday, September 28. Borough of Mechanicsburg Fire Chief Gary Neff and Chief Coney Hench were on site to provide fire extinguisher training and to conduct two fire drills after library staff reviewed our fire evacuation plan with everyone. The fire drills were especially beneficial for the staff.
- Sue spoke with state representatives Sheryl DeLozier and Dawn Keefer to advocate for level funding for the public library subsidy in the 2020-2021 state budget. We have been level funded for 5/12 of the budget year but the remaining 7/12 portion of the budget is not expected to be passed until after the November 3 election.
- Holiday card packets will be available for the trustees to pick up by end of October. The cards for municipal officials will need to be signed and addresses by the trustees. They need to be returned to the library no later than Thanksgiving and will be mailed in early December.

XXIV Sharing for the Good of the Order: Sue reported that she has not received applications for the custodian position. Only two individuals have asked about the position. The position is parttime. The 3 hours per weekday may be worked before the library opens or after it closes. Sue will send information about the position to the board. Patty noted that this would be a good position for a retired person who wants to work a few hours each day. She suggested that information about the position might be placed in church bulletins.

XXV Glen adjourned the meeting at 8:07 pm.

Respectfully submitted,

Judy K. Souleret
Secretary