

JOSEPH T. SIMPSON PUBLIC LIBRARY
REGULAR MEETING November 24, 2020 at 7:00 pm
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 regular board 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	P*	P*
Mortzfeldt	P	P*	P*	P*	P*	E	P*
Osborn	P	P*	P*	P*	E	P	P*
Roshetar	P	P*	P*	P*	A	P*	P*
Sanker	P	P*	P*	P*	P*	P*	P*
Souleret	P	P*	P*	P*	P	P	P*
Standley	E	P*	P*	P*	P*	P*	E
Vandrew	P	P*	P*	P*	P*	P*	P*
Van Kirk	P	P*	P*	P*	P	P	P*
Warshaw	P	P*	P*	P*	P*	P*	P*
Weldon	E	P*	P*	P*	P*	P*	P*
Williams	P	P*	P*	P*	P*	P	P*
Zimmerman	P	P*	P*	E	P*	E	P*
Zywiec	P	P*	P*	P*	P*	P*	P*
Staff-Erdman	P	P*	P*	P*	P	P	P

- III Review Agenda: No changes
- IV Visitor Recognition: Glen welcomed Jairee Counterman from the Cumberland County Library System and Jennifer Bryant, the Friends Representative.

V Minutes of the October 2020 board meeting were provided. On a Jim Van Kirk/Jonathan Williams MOTION, the minutes were approved unanimously with a correction to the spelling of Dawna Trump's first name from Donna to Dawna.

VI Treasurer's Report (Jim Van Kirk):

- Balance Sheet and Profit & Loss YTD Actual vs. Full Year Budget Statement for October 2020 were provided. Jim reported that we continue to be in a good position. When the Paycheck Protection Program (PPP) loan is removed from revenue we are at 88% of the budgeted amount. We should be at 83% at this time of the year. Expenditure are at 69% of the budgeted amount. Again, we should be at 83%. Cindy Mortzfeldt asked about the PPP loan forgiveness application. Jim reported that Ashleigh Allen is currently working on the forgiveness application. Jim explained that we delayed beginning the application thinking there might be legislative action that would provide automatic forgiveness.
- 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: Jairee Counterman provided the following report to the board.

The Library Foundation is relatively new. It was established in 2006 as a way to raise funds for the county system and the member libraries. It is a federally tax exempt 501(c)(3) organization, which means it can apply for grants and other support like EITC that the county system cannot. It is important for member libraries and their boards to understand that the Library Foundation cannot and will not compete with member libraries for funding. The Foundation does not look for support anywhere in Cumberland County unless it has received permission from that service area's library director. Because the Library Foundation is an independent 501(c)(3), it has its own board of directors, with representation from each of the member libraries as well as several at-large members. The Foundation board meets quarterly and focuses their work on efforts that support the System and member libraries overall.

Our EITC work and the current "Thankful for My Library" campaign are two examples. So far, the most lucrative support of the Foundation has been in the form of EITC contributions. Since 2009, the Foundation has brought in \$170,625 in EITC contributions, which are distributed to the libraries for their Summer Learning Programs according to an approved formula.

Officially, Jairee's job duties are to research grants, write and manage grants, and acknowledge grants and gifts. As the position has evolved the last three years, she also writes news releases, works with social media, leads trainings, helps with events like the legislative breakfast, and works with individual libraries on direct grants, special events, and annual appeals. Sue Erdman is the first of the directors to make full use of Jairee. Nine full grants were submitted for

Simpson in 2019, and 8 in 2020, bringing in \$42,461 (in addition to CCLS EITC). In 2019, she started submitting the SECA and EITC reports and applications for Simpson and attending the Business and Individual Solicitations Committee meetings. Dawna Trump attended several of the Fundraising workshops in 2019 as well as the eTapestry trainings this past February.

Jairee thanked the board for its PANO Standards of Excellence documentation. It makes things so much easier for her to have board bios, policies, staff bios, programs descriptions, budgets, etc. all up to date. Simpson is the only library to have such documentation. The PANO Standards of Excellence are also helpful in marketing Simpson.

- VIII Friends of the Library: Jennifer Bryant, who has been on the Friends board for one and a half years, became the membership chair last June. She reported that Erin Hartmen Stewart attended her first board meeting on November 9 at which new officers were elected. They are President Sheena Patel, Vice President Danielle Cappello, Treasurer Emily Roman, and Secretary Trisha Reed. Changes to the bylaws and the 2020 budget were approved at the meeting. Due to the successful October book sale and the online auction, the Friends were able to give \$20,000 to the library. The 2021 budget was also adopted at the meeting. In the coming year, the friends will focus on growing their membership.
- IX Correspondence: Becky Hodd thanked the board for recognizing her and other staff birthdays.
- X Cumberland County Library System (CCLS) Representative Jonathan Williams, term expiration 12/31/2020; Alternate Judy Souleret, term expiration 12/31/2021:
- CCLS Board:
 - November draft board meeting summary was provided.
 - Jonathan reported that the November 16 meeting was uneventful. He noted that the state aid which represents the 5/12ths of the state budget was received.
 - CCLS Finance Committee (Jonathan Williams): The next meeting is December 7. The November meeting was canceled.
 - CCLS Foundation (Representative Linda Willis, term expiration 12/31/2023): No report
 - CCLS Strategic Planning Committee: Cindy Mortzfeldt reported on the committee's first meeting which was held on November 18. It was a kicked off meeting with the consultant who was hired to lead the development of the strategic plan. They discussed what groups they need to get feedback from and how to get that feedback. The next meeting is scheduled for December 12.
- XI Unfinished Business: None
- XII New Business:

- The draft 2021 Simpson Public Library Holiday Closing Schedule was provided. Sue Erdman asked for input from the board regarding closures for New Year's, July 4th, and Christmas. Because of the day of the week these holidays fall on, Sue asked if the library should be closed for a three-day weekend. After discussion, it was decided that we would close for three days on those holidays. The board felt that the staff would benefit from a three-day closure and it would provide an extended period for contractors to complete work. To determine the closure day for holidays that fall on the weekend, we will use the federal government holiday schedule. The holiday closure for 2022 New Year's Day will be December 31, 2021.
- Sue asked that committee chairs compile a listing of their committee's 2020 highlights by December 23 and email it to her in preparation for the January 2021 annual meeting.
- Jim Van Kirk made a MOTION, seconded by Allen Warshaw, to contribute \$7,500.00 to Sue Erdman's 401K plan in 2020. The motion was unanimously adopted by the board.

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

- Development Coordinator's Activity Report for October was provided.
- Judy reported that Bowling for Books was a successful event. \$8,000 was raised which was the budgeted amount. The final fundraiser of the year is the annual appeal which will appear in your mail shortly. Work on the 2021 Online Auction has begun and the trustees' help will be important as we seek donations.

XIV Committee Report – Executive (Glen Osborn): Glen reported that the committee met earlier today. The library will remain open and continue the current schedule as long as possible. Patrons who do not wear masks will be asked to leave the library. Scheduling has become more difficult due to health issues unrelated to COVID. After five months of being open, we now have two staff members who tested positive for COVID.

Patty asked if the state restrictions on out-of-state travel are being implemented. Sue noted that the library does not have to enforce these. Leah asked if contact tracing was conducted on the two positive cases. Sue explained that the two staff members who tested positive were in the staff room together. One had worked with a patron and that individual was contacted. The second staff member is from the Children's Department. She will notify the parents whose children participated in her program. Leah asked if we have a policy on return to work. She will send one to Sue. Rob Moran suggested that is burdensome to the person with the COVID to contact the parents and recommended that an administrative person make the contact. Sue will handle the notification.

XV Committee Report – Finance (Jim Van Kirk):

- A MOTION from committee was made to adopt the 2021 Budget, 6th draft which was provided. Jim reported that the total budget is \$1,058,386. The MOTION to adopt the 2021 Budget 6th draft as presented to the board on November 24 was unanimously approved by the board.
- A MOTION from committee was made to approve the 2019 audit prepared by Trout CPA which was provided. The finance committee reviewed the audit with auditor Scott at its October meeting. Library program services were 80.3% of expenses, general and administrative expenses were 11.3%, and fundraising expenses were 8.2% all within acceptable standards of nonprofit governance. The motion to approve the 2019 audit was unanimously adopted by the board.
- Patty asked if the library received the same level of service from Trout CPA as we did from Greenawalt & Company, P.C. Sue noted that this was the latest an audit was conducted. The merger and COVID probably had an impact on the timing of the audit. We had the same lead auditor but not the same timeliness. Also, no one worked on site during this audit. Jim noted that we are in the last year of our contract with Trout CPA and that an RFP for auditing services will be sent out next year.
- A MOTION from committee was made to adopt November 24 revisions to the Investment Policy adopted January 10, 2017 which was provided. The motion was unanimously adopted by the board with the following corrections: In paragraph 4, item d remove (November) and in paragraph 5 capitalize library.
- A MOTION from committee was made to accept the 2019 management letter and post audit letter from Trout CPA dated October 29, 2020 which were provided. Jim explained that the two findings in the letter are not considered material weakness and are recommended every year. The motion to accept the 2019 management letter and post audit letter was unanimously adopted by the board.
- A MOTION from committee was made to approve the 2019 990. Jim noted that the 990 which was provided was prepared late and we needed to ask for an extension. The 990 has been submitted. The board unanimously approved the 2019 990.

XVI Committee Report – Governance (Cindy Mortzfeldt):

- Cindy announced the slate of directors for election January 2021: Cindy Mortzfeldt for a 2nd term, Jim Van Kirk for a 3rd term, Leah Roshetar for a 2nd term, and Karen Bisbee for a 1st term. Karen’s board application and resume were provided. Karen has an impressive background and is currently the Executive Coordinator for Messiah’s President and the Board of Trustees. She is interested in serving on the public relations and solicitation committees.
- Cindy reported that Earnie Zimmerman is leaving the board at the end of the year having completed his 3rd term, as is Glen Osborn who is not finishing his 2nd term. Glen explained that he has enjoyed serving on the library board but

is leaving due to his new position as pastor of the Community Christian Fellowship Church.

- Cindy reported the proposed the slate of officers for election January 2021: President Cindy Mortzfeldt, Vice President Judy Souleret, Treasurer Jim Van Kirk, Secretary To Be Determined, Assistant Secretary Marilyn Zywiec, and Assistant Treasurer Jonathan Williams
- The November committee meeting notes were provided. The committee looked closely at the Diversity, Equity, and Inclusion Plan. Cindy explained that the committee suggests that there be a board meeting in March rather than the annual retreat which could be postponed to late spring or early summer when it can be in person. Sue will soon email the board and self-assessment materials to be completed in December.

XVII Committee Report – Operations (Leah Roshetar):

- A MOTION from committee was made to adopt the Anti-Bullying Policy for the Public (4th draft) which was provided. After discussion, it was decided that the phrase “where the privileges were revoked” in the last sentence was not needed. The Anti-Bullying Policy for the Public with the phrase “where the privileges were revoked” deleted was unanimously adopted by the board.
- The Anti -Bullying Policy for Employees was provided. A MOTION from committee to adopt the Anti-Bullying Policy for Employees (4th draft) was unanimously adopted by the board.

XVIII Committee Report – Program Evaluation (Patty Sanker): Patty reported that Jolene Diana provided a review of adult programming to the committee on November 23. The adult program attendance remained low during the summer and fall. Tea and Stitches which typically had 30 or more attending now has nine people meeting via zoom. Attendance for popular activities such as book clubs and mahjong remain low. Committee members provided lots of new ideas to get people back into the library. Until the pandemic gets under control adult programming numbers will remain low.

XIX Committee Report – Property (Earnie Zimmerman): Earnie reported that ultra-violet lights are on the HVAC system and all air handling units will have air purifiers on them.

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

- Municipal visits were completed in November with Judy attending Shiremanstown borough council in-person meeting and Cindy joining Monroe’s Board of Supervisors’ virtual meeting to thank them for their continued support of the library.
- November meeting notes were provided.
- Marilyn reported that the committee is focused on finalizing the jersey barrier project details. Information announcing the project will be sent out in January.

XXI Strategic Plan: Sue will be sending an email to the committee chairs asking for a summary of their committee's progress on action items. Sue will update the strategic plan for the annual meeting.

XXII Cultural Competency:

- The Diversity Statement and Plan (DSP) was provided for review and adoption.
- A MOTION from the governance committee to adopt the Diversity Statement and Plan was made. Cindy explained that the main thrust of the DSP is to create a committee of trustees, staff, and community members who would work to accomplish the action plan. Items on the action plan included those suggested by the staff and Cultural Competency Taskforce. The motion was unanimously adopted by the board. Cindy thanked Donna Weldon and the governance committee for their work to develop the plan.

XXIII Executive Director's Report (Sue Erdman):

- The executive director's report for October was provided.
- Sue reported that the self-appraisals were received from all staff in October in preparation for the annual evaluation process.
- During November Sue has been dealing with staff absences due to non-COVID health issues and the two staff COVID cases.

XXIV Sharing for the Good of the Order: Glen reminded the board to send donations to Cindy for staff gifts. Sue shared an update on her health.

XXV Glen adjourned the meeting at 8:27 pm.

Respectfully submitted,

Judy K. Souleret
Secretary