

Joseph T. Simpson Public Library

Minutes

Library Board of Trustees Meeting

□ Tue April 13th, 2021

□ 7:00pm - 8:30pm EDT

□ In Attendance

Sue Erdman, Heather Knisely, Cindy Mortzfeldt, Patty Sanker, Judy Souleret, Annie Standley, Jim Van Kirk, Alan Vandrew, Allen Warshaw, Donna Weldon, Jonathan Williams, Marilyn Zywiec

I. Call to Order

Cindy Mortzfeldt called the meeting to order at 7:00 pm.

II. Roll Call

a. Unable to attend:

Rob Moran was excused.

III. 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,

IV. Review Agenda

No changes were noted.

V. Visitor Recognition

Cindy Mortzfeldt greeted and welcomed guests.

a. Emily Roman, Friends of the Library and Heather Knisely, Leadership Cumberland Fellow

VI. Board Minutes

a. March 2021 minutes

The March minutes were approved unanimously as presented on a Jim Van Kirk/Allen Warshaw MOTION.

VII. **Treasurer's Report**

Jim Van Kirk reviewed the financial statements.

For the Balance Sheet, Jim reviews the balances in the Checking and Savings accounts each month. By policy, the Members 1st Operating Reserve account should cover at least three months of operating expenses. Currently, there is enough for four months. The Orrstown reserve and investment accounts are for long term savings and should be for one time use expenses only.

For the Income Statement, Jim noted the revenue is ahead of budget and Expenses are where they should be at this point in the year.

a. **March 2021 Balance Sheet and Profit and Loss Statements**

The Balance Sheet and the Profit and Loss Statement will be placed on file for audit.

VIII. **Board Continuing Education**

a. **Pennsylvania Library Association advocacy for state funding (Sue)**

Sue Erdman reviewed the 2021 ASK handout from the Pennsylvania Library Association. She was surprised by the statistic that 65% of public libraries operate with just 0-2 full time staff. There are many small and rural libraries in PA operating with part time staff and volunteers. PLA is asking the state to consider increasing Public Library Subsidy by \$5 million in the 2022 budget.

IX. **Friends of the Library**

a. **Emily Roman**

Emily Roman reported the Friends have had two fund raisers so far this year, a book sale and a new T-shirt fund raiser. They plan a Little Theater event this summer.

Sue Erdman reminded all about the Dine-out at Issacs Wednesday.

Annie Standley encourage board members to purchase a T-shirt for themselves or family members.

X. **Correspondence**

a. **Resignation of Leah Roshetar**

Leah Rosehetar submitted her resignation from the board dated 3/23/2021 due to relocating to North Carolina.

b. **Note from Reference Librarian Becky Hodd**

Becky Hodd note dated 1/21/2021 was addressed to the board of trustees. She thanked the board for their support, snacks, and appreciation for what the staff does for the community.

XI. **Cumberland County Library System (CCLS)**

Representative Johathan Williams, term expiration 12/31/2023; Alternate Judy Souleret term expiration 12/31/2021.

Jonathan noted the draft of the March 15 CCLS Board meeting was provided. The CCLS Finance Committee did not meet since the last Library board meeting.

Cindy Mortzfeldt noted the CCLS strategic planning meeting will be next week. Cindy thanked those who received and responded to the CCLS Strategic planning survey.

a. **CCLS Board**

1. **March 2021 CCLS Board Meeting Summary**

b. **CCLS Finance Committee**

c. **CCLS Foundation**

1. **2020 CCLS Foundation Fact Sheet and 2020 CCLS Foundation Annual Report**

The CCLSF 2020 Fact Sheet and Annual Report were provided.

XII. **Unfinished Business**

None was noted.

XIII. **New Business**

XIV. **Committee Report - Business and Individual Solicitations**

Judy Soleret has taken over as chair of this committee.

Judy reported the currently running fund raising event Signature Selection is doing well. Giving Tuesday has at least 12 responses. The amounts will be reported next month. The Mechanicsburg Rotary Club has decided not to hold the Taste of Mechanicsburg event this year.

Judy also reviewed the Pillar Sponsorship. It did well in 2020, but currently only have one for 2021. If anyone knows of a business that did well in 2020, please provide Dawna Trump with the lead or an introduction. Judy will have Dawna send information about the Pillar Sponsorship to board members.

a. **March 2021 Development Coordinator's report**

Dawna Trump's March report was provided.

XV. **Committee Report - Diversity, Equity, and Inclusion**

Donna Weldon, committee chair, provided the committee report. Minutes of meetings will be provided. The committee has been brainstorming with persons from the community. The Library will be partnering with West Shore Evangelical Church. They have a resource center that is not a part of the church. This center is within walking distance of the Somali community. Ideas include programs for children, a mini library, and help filling out government forms. There are plans to have discussions and story telling to learn more about the Somali community and their needs.

XVI. **Committee Report - Executive**

No meeting this month.

XVII. **Committee Report - Finance**

Jim Van Kirk, committee chair, provided the committee report. The next meeting is scheduled for May 11.

a. **Meeting with Orrstown Financial Services on March 29 .**

The March meeting notes were provided. Jim noted that the Endowment fund had a 14.75% return and the Investment account a 12.09% return in 2020.

XVIII. **Committee Report - Governance**

No report this month.

a. **Governance Minute**

No Governance Minute provided this month.

XIX. **Committee Report - Operations**

Cindy Mortzfeldt is now chairing this committee due to Leah Roshetar's resignation.

a. **Verbal report on meeting held April 13**

Cindy reported the committee reviewed the Meeting Room policy, Test Proctoring policy and the Volunteer Handbook at the April 13 meeting.

XX. **Committee Report - Program Evaluation**

Next meeting is this week.

XXI. **Committee Report - Property**

Alan Vandrew, committee chair, provided the report. The committee toured the East Allen Street house. They determined the home would need extensive renovations for it to be used by the public. With the price being set too high it was decided to indicate the Library is not interested at this time.

a. **Meeting notes from March 9 and 17, 2021**

The March 9 and 17 meeting notes were provided.

XXII. **Committee Report - Public Relations and Marketing**

Marilyn Zywiec, committee chair, provided the committee report. The Beautify the Barriers project is progressing quickly. A volunteer will be priming the barriers in April. The artists will be painting in May. A survey has been sent to determine the amount of time needed as well as days the artists expect to work. The hope is most of the painting can be done on the weekends. After additional discussion, it has been determined it would be best to have a volunteer available during the times they are working and the library is open. The idea is to monitor cars exiting and be available to field questions. A signup request will go out later this month. Please help by signing up.

There will be a reception at 10:00 am June 5 to recognize the artists. Please mark your calendars and plan to attend.

a. **April meeting notes**

The April 6 meeting notes were provided.

XXIII. **Strategic Plan**

Cindy Mortzfeldt thanked the committee chairs for providing their updates for the Strategic Plan. The updated plan will be reviewed at the June retreat.

XXIV. **Executive Director's Report**

Sue Erdman discussed the staff changes that have happened. Currently, looking for a Library Aide and an evening custodian.

Sue had three surprises this month. Karen Cochran has stepped down from her various volunteer duties. Leah Roshetar resigned as a trustee. The lease for the Book Sale Center will only be renewed for one more year.

The Friends have not had an opportunity to discuss their options. The lease amount starting in June will be \$1150 per month plus utilities for approximately 2000 sq ft. Sue asked board members to let her know if they have any ideas of locations the Friends could afford. Suggestions included checking with John Gross, Allen Distribution, Fry Communications, or a church with unused space. It was also suggested to mention to the Rotary club.

a. **March 2021 report**

The March report was provided.

XXV. **Sharing for the Good of the Order**

a. **Evolving Role of Libraries in PA Communities**

The February 2021 article in the Borough News Magazine about the 'Evolving Role of Libraries in PA Communities' was provided.

Facts pointed out included, that when adjusted for inflation, PA Library funding has fallen by 8% over the last 10 years. PA public libraries have 10% less purchasing power per resident than a decade ago. When compared with other states, PA ranked in the top 15 for state library funding, but ranked as second lowest for local government funding.

Sue Erdman noted for Simpson we are very fortunate as all five of the townships and boroughs we serve contribute funds and one of the two school districts contribute.

XXVI. **Adjournment**

Meeting adjourned at 7:53 pm.

XVII. **Next Meeting Date**

a. **May 11, 2021**

The May meeting will be via Zoom.

b. **Board Retreat June 8 from 4:00 - 8:00 pm**

Hopefully the June retreat can be in person.