

Joseph T. Simpson Public Library

Minutes

Library Board of Trustees Regular Meeting 2021 January 12

📅 Tue January 12th, 2021

🕒 7:00pm - 8:30pm EST

👤 In Attendance

Sue Erdman, Rob Moran, Cindy Mortzfeldt, Leah Roshetar, 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 7:25 pm

II. **Roll Call**

a. **Unable to attend:**

All trustees were in attendance.

III. **Review Agenda**

No changes noted.

IV. **Visitor Recognition**

Cindy greeted guest Carol Decker.

a. **Friends Board representative Carol Decker**

b. **Leadership Cumberland Fellow Heather Knisely**

Heather Knisely was unable to attend due to a work conflict.

V. **Election of Officers for a one year term expiring Jan 2022: President Cindy Mortzfeldt, Vice President Judy Souleret, Secretary Marilyn Zywiec, Treasurer Jim Van Kirk, Assistant Treasurer Jonathan Williams**

The MOTION carried unanimously.

VI. **Board Minutes**

a. **Motion to approve November 24, 2020 minutes**

The minutes were approved unanimously as presented on a Jonathan Williams/Jim VanKirk MOTION.

VII. **Treasurer's Report**

- a. **December 31, 2020 year-end reports provided at January 12, 2021 annual meeting.**

Simpson received 100% of funding.

VIII. **Friends of the Library**

- a. **Friends Board representative Carol Decker**

The Friends are kicking off their fund raising year with the Friends Membership mailing.

The first dine-out will be at Hoss's on Feb 10. Four book sales are planned this year. The first will be Feb 13-14. A new fund raiser starting soon is a t-shirt sale. They are green with the Friends logo on the front and a quote on the back, "with a book you can go anywhere". Both children and adult sizes will be available.

- b. **2021 Officers: President Sheena Patel, Vice President Danielle Cappello, Secretary Trish Reed, Treasurer Emily Roman. Joanna McIntyre completed her two terms and left the board in December. No new board members added for January. Board size is 12.**

IX. **Correspondence**

- a. **Thank you note from Sue Erdman**

Thank you note to board dated 1/9/2021.

- b. **Thank you note from Thomas Topoloski, Jr.**

Thank you note to staff and volunteers of Simpson Library for all their efforts in 2020, dated 12/30/2020.

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

Representative Jonathan Williams, term expiration 12/31/2020; Alternate Judy Souleret, term expiration 12/31/2021.

Jonathan Williams reported 5/12 funding has been received from the state. The remainder funding is expected in January 2021. At the January 11, 2021 Financial meeting the same officers were elected.

CCLS will be doing strategic planning this year. Cindy Mortzfeldt is serving on the committee.

- a. **CCLS Board**

1. **December 2020 draft board minutes**

CCLS board meeting draft summary for December was provided.

b. **CCLS Finance Committee**

Representative Jonathan Williams.

1. **December 2020 draft committee meeting minutes**

The December committee meeting draft summary was provided.

c. **CCLS Foundation**

Representative Linda Willis, term expiration 12/31/2022.

1. **December 2020 foundation draft meeting minutes**

The December draft meeting notes were provided.

XI. **Unfinished Business**

XII. **New Business**

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

Judy Souleret reported the committee has begun preparation of Simpson Signature Selection annual mailing and Every Door Direct Mailing (EDDM). Simpson Signature is an opportunity for individuals to select materials to be added to the library collections. EDDM will be mailed to Mechanicsburg Borough, Shiremanstown, and Upper Allen residents, i.e., residents of the Mechanicsburg School District. EDDM is a piece that provides information to the residents about the services of the library. There is also a giving appeal included.

The committee has updated their workplan for 2021 and will use to guide them through the next year. In addition, they will be looking at four PANO policies.

To conduct the online auction in April we would need to begin solicitation of local businesses in January. The auction has been delayed to September 2021 to give businesses time to recover from closures.

a. **Development Coordinator's reports for November and December**

Dawna Trump's reports for November and December were provided.

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

a. **This new committee for 2021 will be chaired by Donna Weldon. Additional members for the committee are being recruited.**

Donna Weldon would like to have a diverse committee membership. Please send Donna suggestions for potential committee members. Sue will check to see if there are any current library volunteers that would be possibilities for this committee.

XV. **Committee Report - Executive**

Cindy Mortzfeldt

a. **The committee reviewed the Executive Director's workplan for 2020 in December.**

XVI. **Committee Report - Finance**

Jim Van Kirk. The budget was adopted in November.

- a. **No report.**

XVII. **Committee Report - Governance**

Rob Moran. No meeting in December.

- a. **No report.**

XVIII. **Committee Report - Operations**

Leah Roshetar. No meeting in December

- a. **No report.**

XIX. **Committee Report - Program Evaluation**

Patty Sanker. The revised overview of adult programs for 2020 was provided.

- a. **A review of adult programs was held on November 23.**

XX. **Committee Report - Property**

Alan Vandrew will be chairing this committee. Ernie Zimmerman will continue working with this committee.

- a. **Parvin Pavin did an excellent job with snow removal during our first snowstorm on the season in mid-December.**

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

Marilyn Zywiec

- a. **December committee meeting notes**
The December meeting notes were provided.

XXII. **Strategic Plan**

Cindy Mortzfeldt

- a. **Discussed at annual meeting.**
Cindy asked committee chairs to send her their updates.

XXIII. **Executive Director's Report**

Sue Erdman reported the library will be planning something in April for the 90th anniversary of Nancy Drew.

The book club will be reviewing the book "A Gathering of Old Men" by Ernest J. Gaines published in 1983.

The Friends will be working on a new strategic plan this year.

- a. **2021 Executive Director's Work Plan**

b. **Executive Director's report for November and December 2020**

ⒸXIV. **Sharing for the Good of the Order**

None provided.

XXV. **Adjournment**

Meeting was adjourned at 8:02 pm.

Respectfully submitted,

Marilyn C. Zywiec, Secretary