

Joseph T. Simpson Public Library

Minutes

Library Board of Trustees Meeting

📅 Tue March 9th, 2021

🕒 7:00pm - 8:30pm EST

👤 In Attendance

Sue Erdman, Heather Knisely, 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 7:00 pm.

II. **Roll Call**

a. **Unable to attend:**

All trustees were in attendance.

Everyone had provided an RSVP for this meeting as Yes or Remote. Cindy Mortzfeldt thanked all for responding.

III. **Review Agenda**

No changes noted.

IV. **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**

V. **Visitor Recognition**

Cindy Mortzfeldt greeted guests.

- ##### a. **Leadership Cumberland Fellow Heather Knisely, Friends Board Representative Danielle Cappello, Youth Services Coordinator Danette Swartley,**

VI. **Board Minutes**

a. **Minutes of the January 12, 2021 meeting for approval**

The minutes were approved unanimously as presented on a Leah Roshetar/Jonathan Williams MOTION.

b. **Minutes of the January 12, 2021 annual meeting to be adopted at January 2022 annual meeting**

VII. **Treasurer's Report**

a. **Balance Sheet and Profit and Loss Statement for February 2021**

Question was raised as to why the Fund Raising and Grant expenses were negative.

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

VIII. **Board Continuing Education**

a. **Youth Services Coordinator Danette Swartley - Take and Make Activity Kits**

Danette Swartley described the Take and Make Activity Kits. The kits are advertised as a 2021 service only. The kits include from 1 - 3 crafts and cost on average 50 cents to one dollar each with a few costing more. They are made available on Saturday at 10 am and are usually gone by 2 pm. There are two age categories created each week. The Library started out with 72 kits per week, but are down to 60 kits per week due to the number items purchased from Oriental Trading. The kits are put together with the aid of a volunteer. The kits have helped to boost circulation.

IX. **Friends of the Library**

a. **Danielle Cappello**

Danielle Cappello introduced herself as Vice President of the Friends. The Friends will have four book sales this year. The February Book Sale went very well with minimal issues. Planning to have face shields available for those who ask for an alternative to masks. The T-shirt sale has been successful; They are sold on PayPal and in the Library. Waiting to hear if Jubilee Day and Little Theater events will happen this year. There are two persons who may become new Friend board members.

X. **Correspondence**

No correspondence to report.

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

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

Jonathan reported the new financial specialist is working with the accounts to prepare the financial statements. The RFID progress is slower than expected. A survey for the strategic planning process will be going out soon.

a. **CCLS Board**

1. **CCLS board meeting summaries for January and February**

The January and February draft board meeting summaries were provided.

b. **CCLS Finance Committee**

1. **March 2021 CCLS Finance Committee Meeting notes**

The March draft committee meeting summary was provided.

c. **CCLS Foundation**

1. **Meeting scheduled for March 8.**

XII. **Unfinished Business**

None were noted.

XIII. **New Business**

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

Judy Souleret provided the committee report. The February meeting notes and 2021 work plan were provided along with the Dawna Trump's Development Coordinator reports for January and February.

a. **Motion to approve 2021 development plan**

Judy presented the 2021 Fundraising Development Plan for review and adoption. The plan was approved.

b. **February 2021 meeting notes**

c. **2021 work plan**

d. **Development Coordinator's Report for January and February**

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

Donna Weldon, committee chair, provided the committee report. The committee is learning that storytelling is helpful and listening is the key to diversity. The committee is looking for community leaders to assist the committee with listening and learning. Please send Donna any suggestions of persons to contact.

a. **Meeting notes from January and February**

The January meeting notes and the February notes from a conversation with Ryan Keith from West Shore Free Church were provided.

XVI. **Committee Report - Executive**

Cindy Mortzfeldt provided the committee report. The committee reviewed Sue's work plan. They also discussed two patron complaints. It was decided responses were not required.

a. **February meeting notes**

The February meeting notes were provided.

XVII. **Committee Report - Finance**

Jim Van Kirk provided the committee report.

a. **TFEC annual letter to fund holders and year-end 2020 book fund and endowment fund statements**

Jim reviewed the TFEC 12/31/2020 statements. The Book Fund balance is \$25,593.11 and the Endowment Fund balance is \$342,237.01.

The \$10,268 allocation from the TFEC Endowment fund was received March 9, 2021. The funds will be deposited into the Orrstown Endowment Fund this year. A question was raised about whether the allocation should be placed in Operating Reserve instead due to the potential minimum hourly rate change. Jim explained that Orrstown has given the Library a very good rate and the deposit is needed in the Orrstown Endowment Fund this year to insure we can keep the good rate,.

The Book Fund allocation was rolled back into the fund.

b. **Purchasing policy revisions for review and approval**

Jim presented the revised Purchasing Policy for review and adoption. The main change was to reference the PA Department of Labor and Industry's bidding threshold instead of using a dollar amount to avoid the need for modifying the policy each year. The revised policy was adopted.

c. **Meeting with Orrstown Financial Services scheduled for March 29 to review our investment portfolio.**

⟨VIII. **Committee Report - Governance**

Rob Moran provided the committee report. Leah Roshetar and Rob Moran will collaborate in the planning of the board retreat. The committee is looking into how to bring other local Library Governing bodies together to discuss relevant issues and share experiences and wisdom. The committee will also be working on recruitment.

a. **Governance Minute**

The governance minute was about Exceptional Boards.

- Constructive Partnership
- Encourage open sharing
- Communication between board and director
- Committees use Boardable for a central depository of documents to eliminate the need to search through emails
- Details in committee notes is very helpful
- Curiosity = Effective Board

b. **Governance meeting notes for January and February**

The January and February meeting notes were provided.

XIX. Committee Report - Operations

Leah Roshetar provided the committee report. The February meeting notes were provided.

a. February meeting notes

XX. Committee Report - Program Evaluation

Patty Sanker provided the committee report. SIMCon will not be held in 2021. The Staff, Trustee, and Friends Board breakfast and dinner has been postponed until later in 2021.

a. Events reviewed in February.

February review of 2020 events was provided along with a statistical summary for 2017-2020 events.

XXI. Committee Report - Property

Alan Vandrews provided the committee report. February meeting notes were provided along with a verbal on the March meeting. Looking into replacing parking lot lights with LED. Also looking into updating the camera system. The owners of the property at 317 Allen informed the library that it is available. The committee did a walk through. Further committee discussion is needed.

a. February meeting notes

b. Verbal report on meeting held March 3

XXII. Committee Report - Public Relations and Marketing

Marilyn Zywiec provided the committee report.

a. Motion to approve revisions to style guide

Marilyn presented revisions for the Style Guide and Style Guide Cheat Sheet. The revised documents were adopted.

b. Jersey barrier project update

There are 11 barriers to be painted. We received 10 applications, with one requesting to do two barriers. A document with the proposed images was provided.

c. PR and Marketing work plan for 2021

The 2021 work plan was provided.

d. PR and Marketing meeting notes for February and March

The February and March meeting notes were provided.

XXIII. Strategic Plan

Cindy Mortzfeldt reminded committee chairs to submit to her their 2020 summary.

XXIV. Executive Director's Report

Sue Erdman summarized her reports. Sue attended a webinar about Board Governance and effective board meetings. She will share the information with the Governance committee. Sue also attended Leadership Cumberland's LinkedIn webinar.

a. **Monthly report for January and February**

January and February reports were provided.

b. **2020 statistics**

2020 Statistics for Simpson and all libraries were provided. Most areas were down except eBooks was up 59% and eAudio was up 21%.

c. **2020 Annual Report**

Annual report was provided. It was put together by staff member Ilse Kryemadhi.

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

Jim Van Kirk commented that the staff went above and beyond with dealing with the pandemic in 2020. Others agreed.

Leadership Cumberland Fellow Heather Knisely shared information she included in her internship report.. The board is well structured and meetings well attended. Volunteers are active and engaged.

XXVI. **Next Meeting Date**

a. **April 13, 2021 at 7 pm via Zoom**

XVII. **Adjournment**

Meeting adjourned at 8:19 pm.