

Joseph T. Simpson Public Library

Minutes

Library Board of Trustees Meeting

 Tue May 11th, 2021

 7:00pm - 8:30pm EDT

In Attendance

Sue Erdman, Heather Knisely, Rob Moran, Cindy Mortzfeldt, Patty Sanker, Judy Souleret, Jim Van Kirk, 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:**

Alan Vandrew and Annie Standley were excused.

III. **Review Agenda**

No changes were noted.

IV. **Visitor Recognition**

Cindy Mortzfeldt greeted and welcomed guests.

a. **Trish Reed, Friends Board and Heather Knisely, Leadership Cumberland Fellow**

V. **Board Minutes**

a. **April 2021 board meeting minutes**

The April minutes were approved unanimously as presented on a Jonathon Williams/Patty Sanker MOTION.

VI. **Treasurer's Report**

Jim Van Kirk reviewed the financial statements.

Jim noted that revenue is ahead of budget and expenses are a little under budget.

a. **April 2021 balance sheet and profit & loss statements**

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

VII. **Board Continuing Education**

a. **Summer Learning Program (Sue)**

Sue Erdman presented the Summer Learning Program promotional video. The video was shared with Mechanicsburg Area School District. The kickoff event will be June 5 from 11:00 am to 1:00 pm. It is a modified in-person event that is taking place in the lower level meeting rooms. Parents need to sign up for a half hour time slot.

The Summer Learning Program is a big part of the children's program each year. The special performers will present virtually. At the time they were booked, it was decided virtual was the safest option. Some of the programs will be in person. Funding is from People's Bank EITC donation.

1. **2021 promotional video is online at:**

2. **https://www.youtube.com/watch?v=I3qwBXk8_Gg&t=3s**

VIII. **Friends of the Library**

a. **Trish Reed, Friends Board**

Trish Reed reported for the Friends of the Library. She is the Secretary for the Friends Board.

The May book sale is this weekend. They will be selling T-shirts, but also having a drawing to give away a few. Little Theater is planned for September and December. The Chilpote's dine-out was cancelled. Chilpote's gave a \$178 donation instead. The Friends are working at cleaning up their volunteer list.

IX. **Correspondence**

No correspondence.

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

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

Johnathon noted the CCLS financials are healthy. The assets are maintaining at a consistent level.

Cindy Mortzfeldt noted the CCLS Strategic Planning Committee is meeting Wednesday.

- a. **CCLS Board**
- b. **CCLS Finance Committee**
- c. **CCLS Foundation**

XI. **Unfinished Business**

XII. **New Business**

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

Judy Souleret, committee chair, provided the committee report.

Judy reported that the Library Giving Day had brought in \$2615, only \$1000 had been budgeted. Signature Selection is also over budget. Adopt a Summer Learner is the current fund raising effort. The Online Auction committee will be meeting May 19.

- a. **April 2021 meeting notes**

The April committee meeting notes were provided.

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

Donna Weldon, Committee chair, provided the committee report.

The committee has been meeting with persons from the community. They have been getting many ideas and suggestions. The committee needs to review and decide which they would recommend for implementation. Some of the ideas and suggestions are: Move Language line to a private location; Provide assistance in filling out forms; Assist with filling out legal forms (what training is needed); Attend "Know your Neighbor" events. Exposure is needed for the people to get comfortable with using library resources. Outreach is important.

Considering reaching out for interns and/or volunteers from Dickinson Law School. Messiah College and Widener University were also suggested.

- a. **Meetings with Ellen Shaffer and Joel and Rachel Gordon**

The March meeting notes with Ellen Shaffer and the April meeting notes with Joel and Rachel Gordon were provided.

XV. **Committee Report - Executive**

Cindy Mortzfeldt provided the report.

a. **Meeting on April 28 to discuss a patron issue.**

The committee met to discuss the issue where a patron posted 'mask optional' signs over the 'mask required' signs. There were also several Facebook postings which identified the patron. The committee decided to send a letter reminding him of the Library's policies. The patron was angered by the letter and posted on Facebook that he intended to come in person on a Saturday to turn in his library card. Sue Erdman was at the library all day to be available when he came in. He never showed.

XVI. **Committee Report - Finance**

Jim Van Kirk, committee chair, provided the committee report.

a. **Next meeting is May 11.**

The committee met before the board meeting and reviewed depreciation schedule and an RFP for Auditing Services.

XVII. **Committee Report - Governance**

Rob Moran, committee chair, provided the committee report.

Rob asked that board members give thought to potential board members for board member recruitment.

The idea of having meetings with library directors and board presidents has the go ahead to put together a schedule for meeting.

June Retreat is being planned. Looking at providing input for board development. Potential for a DEI presentation from Trisha Nixon.

Governance Minute: a quote from John Carver, a pioneer in governance matters. "The board is responsible for creating the future, not minding the shop." When we get stuck in the day to day, we are "minding the shop" and that is neither as productive nor exciting (and fun!) as helping to create the future. "Creating the future" means making a real impact on the community, the very reason our organizations exist.

a. **April 2021 meeting notes**

The April committee meeting notes were provided.

XVIII. **Committee Report - Operations**

Cindy Mortzfeldt, committee chair, provided the committee report.

The committee reviewed changes to the meeting room and test protoring policies. They also reviewed changes to the volunteer handbook. The committee is reviewing and considering changing the sick leave policy to paid time off (PTO). More research and understanding of PTO is required.

a. **April 2021 meeting notes**

The April committee meeting notes were provided.

XIX. **Committee Report - Program Evaluation**

Patty Sanker, committee chair, provided the committee report.

Collections are budgeted at a minimum of 12% of revenues for purchasing books and audiobooks for collections. This also includes purchasing electronic books and hotspots.

a. **April 2021 review of collections**

Collection statistics for 2021 programs were provided.

XX. **Committee Report - Property**

Cindy Mortzfeldt provided the committee report for committee chair Alan Vandrew.

Ultraviolet lights were added to the upstairs HVAC units. Property appraisal is being updated and will be shared with insurance company. Currently seeking a custodian to work two days per week.

a. **April 2021 meeting notes**

The April committee meeting notes were provided.

b. **New parking lot lights installed and evergreen tree damaged due to high winds.**

A branch from a tree fell onto the tracks. The branch was removed, tree trimmed, and debris removed.

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

Marilyn Zywiec, committee chair, provided the committee report.

The Beautify the Barriers project has started. A big thank you to Alan Vandrew for borrowing cones from Mechanicsburg School District and to Carol Decker for getting the use of some Penn Dot cones. With the cones and trash cans we were able to block off the upper driveway exit and create a safe zone for the artists. A big thank you to Jim Van Kirk for coming up with the plan. There will be a reception to honor the artists at 10:00 am June 5.

a. **Beautify the Barriers project has started!**

b. **May 2021 meeting notes**

The May committee meeting notes were provided.

XXII. **Strategic Plan**

Cindy Mortzfeldt thanked committee chairs for providing their updates. The strategic plan will be reviewed at the June board retreat.

⌘XIII. **Executive Director's Report**

Sue Erdman provided additional details about the patron issue and downed tree. Currently, the library does not have a viable candidate for the two-day a week custodian position. Sue attended the virtual district Rotary conference.

The question was asked if the mask policy was explained on the website. It is not. After meaningful discussion, it was decided there are too many different messages and we should not try to explain. The library is following the state mandates.

a. **April 2021 executive director's report**

The April executive director's report was provided.

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

Judy Souleret complimented staff member, Andy Hayter. She observed him warmly welcoming everyone who came into the library.

XXV. **Next meeting date**

a. **Board Retreat Tuesday, June 8 from 4:00 to 8:00 pm at the library, lower level meeting rooms A & B**

Sue Erdman announced a survey will be going out for attendance and for each in-person attendee to choose their dinner option.

⌘XVI. **Adjournment**

The meeting adjourned at 7:56 pm.