

JOSEPH T. SIMPSON
PUBLIC LIBRARY

Board of Trustees Meeting
14 April 2026
Minutes

I. Welcome

Call to Order: Meeting called to order 7:00P

Attendees

Thomas Topolski
Trish Leib
David Carll
Corrin Ruggiero
Dwight Utz (Virtual)
John Anthony
John Petrie
Brenda Schoffstall
Elizabeth Seidel
Amy Gimbel (Guest)

Absentees

Karen Cochran
Ed Blum
Sandra McIntyre
Atreia Sindiri

II. Approval of Meeting Minutes: Minutes of the 10 March 2026 Board meeting were approved as written. Motion by Trish, seconded by Corrin.

III. Reports

A. Executive Director

Ms Seidel provided her monthly Director's report as well as statistics on Library use both by month and cumulative for Jan - Mar 2026. The Board expressed its understanding of the multiple priorities Ms Seidel is currently juggling and her need to prioritize, understanding many desirable actions will be delayed as PANO certification requires extensive time and energy. The Board continues to be impressed by Ms Seidel's performance and has full confidence in her as the Executive Director.

B. Financial Report

Ms Leib provided the Library's current financial status. We continue

JOSEPH T. SIMPSON
PUBLIC LIBRARY

to be financially sound and on track to this year's budgeted costs and revenue. Ms Leib provided a financial summary consolidating data into a single, easily understood format which was well-received and will continue to be used going forward.

C. Committee Reports and Updates

1. **Finance Committee:** The Finance Committee will hold a working session to develop a repeatable method to develop yearly budgets which can be used to develop a forward-looking plan. The results of the to-be conducted Reserve Study will be incorporated in future budgets, so it is necessary for the study to be completed in time for the development of the 2027 budget.

2. **Fundraising Committee:** Fundraising remains on track. Per our plan there will be minimal special events over the next few months. The Library's development Coordinator, Ms Trump, continues to do a superb job.

3. **Governance and Operations Committee:** the Governance Committee's internal workplace and critical task list was presented. The committee has instituted working groups to develop Board Recruitment/Nomination/On-Boarding protocols, review the Board's by-laws, and develop a Board assessment process. Additionally the committee has worked to engage a HR consultant to provide a preliminary review of the scope and content of the Library's HR policies, to include the process used to assess the Executive Director's performance.

The committee's proposed Self Assessment Policy was reviewed and approved. Motion to approve by Mr Anthony seconded by Ms Ruggerio.

Revised by-laws were discussed and will be provided in final form for approval in the next Board meeting.

4. **Outreach and Advocacy Committee:** The Beautify the Barriers Project is underway and on-track, with a 31 May reception for the artists.

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5. **Property Committee:** Work is underway to replace the upper floor HVAC unit during April. The high utility bills for March were noted; Ms Seidel was asked to provide a five year look-back at our utility bills to see if this was an anomaly or represents an on-going situation. Based on the findings further investigation may be needed. Ms Seidel was asked to provide the best dates for sealing the parking to this summer; the Memorial Day and July 4th weekends were recommended as the best since the Library will be closed for those holidays. Mr Carll will shortly be contacting firms to begin the process of selecting one to perform a reserve study that will be completed in time to inform our 2027 budget.

- D. **Friends of the Library:** The Friends are exploring additional fundraising opportunities —a murder mystery event inside the Library, adding food trucks to the book sales, and sponsoring a musical showcase of groups from local schools spring musicals. The next book sale will be 24-26 April. The Friends are looking for additional Board members and asked Library Board members to keep in mind anyone they think would be a good candidate.

IV. Old Business: None.

V. New Business: The Board policy on use of the Library's meeting rooms, to include the LBSC, was reviewed and approved. Motion by Dwight, seconded by Corrin.

VI. Adjournment: Meeting adjourned at 8:05 PM.